

May 1996 Submission

- 1. March 11, 1996 PCB Management Survey by Jenny Lang. This includes a 1996 Transformer and light ballast disposal to Aptus Co.
- 2. Real Estate documents obtained from the City of Otsego describing Menasha's Otsego property.
- 3. A letter from Jenny Lang listing properties owned or rented by Menasha, Otsego.
- 4. Real Estate documents provided by Glen Holcombe including deeds to Menasha properties.
- 5. Menasha's document retention policy.

DETROIT 60996-9 734793



PAPERBOARD DIVISION

. AYA MENASHA CORPORATION

TO:

Keith Kling

c.

Dave Merkel Pete DeRossi

FROM:

Jenny Lang

DATE:

March 11, 1996

SUBJECT:

Transformer - PCB Management Summary

- Currently, there are 41 operational transformers on-site at the Otsego Mill (see attachment #1).
- General Electric has provided written guarantees regarding 25 transformers currently on-site and in use at the Otsego Mill (see attachment #2). General Electric guarantees the transformers did not contain PCBs (Polychlorinated Biphenyl) at the time of manufacture. In addition, according to Robert Gulbranson, Engineer, Menasha Corporation, none of the transformers (post-installation) have been serviced in a fashion requiring the interior of the transformer to be handled. Thus, 25 operational transformers at the Otsego Mill do not contain PCBs. The 25 General Electric transformers are identified in attachment #1 as "GE Guarantee".
- Dynex Industries collected oil samples from 12 operational transformers on-site at the Otsego Mill. Test results indicate all samples contain < 12 ppm PCBs (see attachment #3). According to the EPA and 40 CFR part 761, these (12) operational transformers are "non-PCB" transformers (contains less than 50 ppm PCBs).
- The remaining 4 operational transformers on-site at the Otsego Mill are to be tested for PCBs by Dynex Industries no later than July 1, 1996. These transformers must be de-energized in order to collect samples. Upon receipt of these results (after July 1, 1996) labels will be made (see attachment #4).
- Dynex Industries has provided a copy of their job procedures as well as their credentials (see attachment #5).
- There were 6 <u>non-operational</u> transformers on-site at the Mill. Aptus properly disposed of transformer #GE 8685575 (see attachment #6). The 5 remaining, non-PCB transformers (see attachment #6) have been drained and the shells recycled. The oil was tested for the presence of PCBs by Chemical Waste Management prior to being recycled by Diamond Oil.

Attachment #1

Transformer Social #	Manufacturer	Location	PCB Status
Transformer Serial #	Manufacturer		
M 123056A	General Electric	SS I-A, Pulping Sys.	GE Guarantee
M 123056B	General Electric	SS I-B, Pulping Sys.	GE Guarantee
M123057	General Electric	SS II, Chipyard	GE Guarantee
M 123056C	General Electric	SS IV-A, #1 P.M.	GE Guarantee
M 123056D	General Electric	SS IV-B, #1 P.M.	GE Guarantee
M 156993	General Electric	SUB #1, #1 P.M.	GE Guarantee
R277165B	General Electric	SUB #4A, #2 P.M.	GE Guarantee
R277165A	General Electric	SUB #4B, Pulpmill	GE Guarantee
M163435A	General Electric	SUB #6A, 2nd Fiber	GE Guarantee
M163435B	General Electric	SUB #6B, 2nd Fiber	GE Guarantee
M123059	General Electric	SUB #7, Power Plant	GE Guarantee
R274490A	General Electric	SUB #10, Aerators	GE Guarantee
3972875	General Electric	SUB #13, CTS Bldg.	GE Guarantee
3973618	General Electric	SUB #13, CTS Bldg.	GE Guarantee
M123055	General Electric	SUB #15A, #1 P.M.	GE Guarantee
R277639	General Electric	SUB #15B, #1 P.M.	GE Guarantee
M125787B	General Electric	SUB #16A, #1 P.M.	GE Guarantee
M125787A	General Electric	SUB #16A, #1 P.M.	GE Guarantee
R277640A	General Electric	SUB #16B, #1 P.M.	GE Guarantee
M123058	General Electric	SUB #18, Brwn. Stock	GE Guarantee
H881099	General Electric	SS III, Power House	< 2 ppm
G-854179	General Electric	SUB #5, Digester	12 ppm
H886006	General Electric	SUB #9, SLI	6 ppm
B973446	General Electric	SUB #13, CTS Bldg.	July 1, 1996
R274082	General Electric	SUB #16C, #1 P.M.	<2 ppm
364 8423	Allis Chalmers	SUB #11, W Dumper	3 ppm
364 8424	Allis Chalmers	SUB #11, W Dumper	< 2 ppm
364 8427	Allis Chalmers	SUB #11, W Dumper	< 2 ppm
RGJ0404	Square D	SUB #17, Tank Farm	< 2 ppm
PFA 2167-0101	General Electric	SUB #3, Offices	< 2 ppm
25236-1	Pennsylvania	SUB #12, Reclaim	July 1, 1996
25236-2	Pennsylvania	SUB #12, Reclaim	July 1, 1996
25236-3	Pennsylvania	SUB #12, Reclaim	July 1, 1996
73AL 890	Westinghouse	SUB #14, E Dumper	< 2 ppm
74AA14942	Westinghouse	SUB #14, E Dumper	< 2 ppm
74AA14944	Westinghouse	SUB #14, E Dumper	< 2 ppm
M162764A	General Electric	CG-1 (Main Sub.)	GE Guarantee
R273184B	General Electric	CG-2	GE Guarantee
R273184A	General Electric	CG-3	GE Guarantee
R273167A	General Electric	CG-4	GE Guarantee
R277640B	General Electric	SUB #16B, #1 P.M	GE Guarantee

GE Guarantee

Refer to attachment #2.

<u>x < ppm</u>

Test results provided by Dynes Industries, Inc. All samples collected October 18, 1995 (see attachment #3)

July 1, 1996

Transformers must be de-energized in order to collect samples. Current plan for sampling - July 1, 1996

Attachment #2

PAPERBOARD DIVISION

MENASHA CORPORATION

August 23, 1995

To: Kath B. Kling

Mr. David Morgan
General Electric Corporation
1223 Fairgrove Church Road
Internal Box #27
Hickory, NC 28603

Dear David:

According to our records, Menasha Corporation (Paperboard Division, Otsego Mill) purchased 27 transformers manufactured by General Electric. The serial numbers for the transformers are as follows:

1.	M 123056A	N	
2.	M 123056B	222	
3.	M123057	N	
· 4.	H881099	1 }	
5.	M 123056C	14	
6.	M-123056D	14	
7.	M 156993	N	
8.	R277165B	N	
9.	R277165A	7	
· 10.	G-854179	1	
11.	M163435A	N	
12.	M163435B	-22222-227-222222	
13.	M123059	N	
· 14.	H886006)	1
15.	R 2774430A	N	
16.	3972875	N	
17.	3973618	N	
18.	B973446	14	l
19.	M123055	N	
20.	R277639	N	١
21.	M125787B	N	l
22.	M125787A	N	
23.	R277640B	14	١
24.	R277640A	アレース	I
25.	R274082		I
26.	123058	N	l
27.	PFA2167-0101	12	1
		ı	ł

Units marked w/an "N" diel not contain PCB's at the time of Moneyfacture,

Units marked w/ Da 2 me not GE Serial numbers, therefore consist be identified as PCB units or not.

Units marked with a "1" and do not have any records, We do not know the PCB context.

I recommend contacting an outside fine to test for PCB's,

Product Service Engune.

320 N Farmer St PO Box 155 Ottago MI 49078-0155 1-616-692-8141 1-616-692-2060 (Fax)

PAPERBOARD DIVISION

ID:

MENASHA CORPORATION

320 N. Farmer Street • PO Box 155 • Otsego, Michigan 49078

1-616-692-6141 (Fax) 1-616-692-2060

FAX LETTER

DATE 1/8/96	FAX NUMBER (704) 462-3533
TO. Jecry Falls	COMPANY: G.E.
FROM: Jenny Lang	TOTAL PAGES: 3
RETURN FAX TO: JENNY LANG	(INCLUDING THIS PAGE)
FROM: JERRY FALLS	
COMMENTS Please indicate 1	
in a marier similar	to David Morgans
(see attached) Please	Lay your response
to me as soon as poor	uble (January 12, 1996)
DENNY: According to our record	40, transformer MIUDIONAL
Oi beretzafunam Care .	Hickory's 1977 and the did
tested une Cristmas TON	कु उन्ने स्ट से स्ट रिप्पिक
of I . autrafunam	une tude benresnos cere no
potential PCB, I recom	netal tine with Couch way brown
•	blues ties prilbrad Could
etanimetros need ceres!	
	TOGHAMATE PAINTING, INC. IN-0125
) विश	46 ' '

	JAN-18-96 NON 12:46	THENESHA GORY.	250010 JUN AM1	בטטט ן	1.01
1		PAPERB	OARD DIVISIO	<u>N</u>	
•		MENASH	A CORPOR	RATION	
·	320 N. Farmer Street	PO Box 155 • Otrego, M	tichigan 49078	(Fax	1-616-692-6141 c) 1-61 6 692-2 060
		F/	AXLETTER		
	DATE 18/96	≤ oly n		(70/1)2	91-22-46
1	TO LIST D	ance	FAX NUMBER: COMPANY:	6.8.	91-3240
	FROM: Lenny	Large)	TOTAL HAGES	(INCLUDING	THIS PAGE)
	A.		1	1	
ł		agner you	lar to Dair	d Morga	ź.
	to me as	som as pe	e faz zour		996).
•			Zenn .	J 1,	18196
, <u>{</u>			/ -	84A+B	3167A
			detectab	la PCB's	1
			time of	Thx	T 1/1
				ŞÓGTHKAN	TOPRINTING, INC. M. BLEE
		1		(706)	291-3246 f-3240

r. UZ

PAPERBOARD DIVISION

MENASHA CORPORATION

January 17, 1996

John Nix General Electric Corporation Product Service

Dear John:

According to our records, Menasha Corporation (Paperboard Division, Otsego Mill) purchased a transformer manufactured by General Electric. The serial number for the transformer is: R274490A

To ensure proper transformer management, PCB (Polychlorinated Biphenyl) content must be known. At this time, our records do not clearly state PCB concentration levels for the transformer previously listed. Please indicate the PCB concentration at the time of manufacture and fax the results to me at (616) 692-2060 by January 19, 1986. If you have any questions regarding this request, please do not hesitate to give me a call (616) 692-6141 (ext. 404).

Sincerely,

Jennmer L. Lang

This is a ventilated lay type transformer and contains no Detectable PCB's at the time of manufacture.

Thank you,

Froduct Service Engineer Medium Transformer

0(20) m Ferner 31 900 for 185 0(186) mt 49079-0) 68 1:6[6.64] 6[6] 1:416-492-2060 (Feb)

Attachment #3

SAMPLED BY: C. ARRINGTON

DYNEX Industries Inc.

INSULATING OIL TEST RESULTS

				. =		
	MFG. GENERAL ELECTRIC	FIGUID TAPE	MINERAL OIL	LEAKING? NO		
	S/N; H881099	LIQUID GALLO	NS: 770	LIQUID LEVEL?	ок	
	KVA· 7500	PHASE: 3		PAINT CONDIT	ON? OK	
	Pri, V- 13800	INDOOR -	···.	HAS SAMPLE V	ALVE? YES	
	Sec. V 2400	OUTDOOR- X		OTHER? -		
•	DATE	4/25/94	10/30/95			
•	SAMPLE NUMBER	4	4			
ANALYSIS	ACIDITY-MG-KOH/G	011	.014	<u> </u>		
85.T	INTERFACIAL TENSION-DYNE/CM	29.9	31.0			
	DIELECTRIC-KV	33.6	35.0			
Z	COLOR	1 4	1.3	- 		
	SPECIFIC GRAVITY	878	.880	<u> </u>		
5	VISUAL	Clear	Clear	<u> </u>		
OUALITY	POWER FACTOR	·				
	KARL FISCHER-MOISTURE PPM	7	17			
Ņ.	PPM PCB	<u> </u>	< 2			
	TEMPERATURE	•	10			
	HYDROGEN	68	ON			
	OXYGEN		6197			
S	NITROGEN	80384	34923			
ANALYSIS	CARBON MONOXIDE	22	173			
₹	CARBON MONOXIDE	1267	1235			
₹						
GAS	ETHANE	21	18			
Ø	ETHYLENE		ND NO	 		
	ACETYLENE	ND NO	NO NO			
	PROPANE	ND 353	NO COT			
	COMBUSTIBLE GASES	353 82004	206 42561			
	TOTAL GAS CONTENT ALUMINUM		42301			
ANALYBIB	IRON			- 		
<u>\</u>	ZINC	•				
Ž,	COPPER	•	-			
	LEAD			1		
METAL	SILVER					
	TIN	-				
	s & Metal concentrations are in PPM.	(NID-None F	letected) :			
	OIL CONDITION THIS ANALYSIS: ACCOMMENTS/RECOMMENDATIONS;	CCEPTABLE _	X QUESTIONABL		EPTABLE	

DATE 10/18/95

(CUSTOMER MENASHA CORPORA	TION	JOB NUM	BER <u>Z-51363</u>	3-27
I	OCATION OTSEGO, MI	su	B./ EQUIP. NAME	Sub # 11 Wes	t Truck Dumper
1	MFG: Allis Chalmers	LIQUID TYPE Mine	orai Oil	LEAKING? N	0
3	S/N: 3848423	LIQUID GALLONS	36	LIQUID LEVEL	7 Good
1	CVA: 100	PHASE: Single		PAINT COND	ITION? Good
•					
	Pri, V· 2400/4160	INDOOR		HAS SAMPLE	VALVE? No
:	Sec V: 240/480	OUTDOOR- Yes		OTHER?	
	DATE	9/8/94	10/30/95	1	
	SAMPLE NUMBER	27	27	 	
霼	ACIDITY-MG-KOH/G	.014	014		
SIGN VILLA VILLE SIGNATURE	INTERFACIAL TENSION-DYNE/CM	33,4	32.3		
2	DIELECTRIC-KV	33.8	34.0		
≤ 7	COLOR	0.9	0.9		
₹.	SPECIFIC GRAVITY	878	.889		
	VISUAL	Clear	Clear		
₹,	POWER FACTOR				
	KARL FISCHER-MOISTURE PPM	10	25		
n'r	PPM PCB		3		
	TEMPERATURE		<u> </u>	 	
	HYDROGEN	•	NO	<u> </u>	
	OXYGEN	38824	30478	 	
n	NITROGEN	57051	38366		
Ž,	METHANE		NO		
7	CARBON MONOXIDE	16	ND		
ANALTSIS	CARBON DIOXIDE	664	889		
7	ETHANE		ND ND	 	
3	ETHYLENE		ND ND	 	
	ACETYLENE		NO NO	 	
	PROPANE		ND	 	
	COMBUSTIBLE GASES TOTAL GAS CONTENT	16	89731	 	
1		98555	03/31	+	
	IRON		 	 	
Ş	ZINC				
Ž	COPPER			 	
٠	LEAD		 	1	
METAL ANALYSI	SILVER		 		
3	TIN				
ia	S & Metal concentrations are in PPM. OIL CONDITION THIS ANALYSIS: AC	<u></u>		EUNAC	CEPTABLE
	COMMENTS/RECOMMENDATIONS:	Oil quality OK.	Maintain current sai	mpling schedul	e
	SAMPLED BY: C. ABRINGTÓN		DATE	10/18/05	



(CUSTOMER MENASHA CORPORA	TION	JOB NUM	/BER <u>Z-51363</u>	-28
]	LOCATION OTSEGO, MI	SU	B./ EQUIP. NAME	E Sub # 11 West	Truck Dumper
	MFG: Allis Chalmers	LIQUID TYPE Mine	eral Oil	LEAKING? No)
	S/N: 3648424	LIQUID GALLONS	36	LIQUID LEVEL	7 Good
	KVA: 100	PHASE: Single		PAINT CONDIT	TION? Good
	Pri V: 2400/4160	INDOOR.		HAS SAMPLE	
	Sec. V; 240/480	OUTDOOR: Yes		OTHER?	
	DATE	9/8/94	10/30/95		
	SAMPLE NUMBER	28	28		
翢	ACIDITY-MG-KOH/G	014	.025		
OUALITYANALYSIS	INTERFACIAL TENSION-DYNE/CM	33.8	34.1		
Ž	DIELECTRIC-KV	37.2	40.8		
1	COLOR	.07	0.8		
S	SPECIFIC GRAVITY	880	.884		
Ŀ	VISUAL	Clear	Clear		
15 :	POWER FACTOR		•		
0	KARL FISCHER-MOISTURE PPM	10	22		
14 4	PPM PCB		<2		
	TEMPERATURE		ND		
	HYDROGEN OXYGEN	23294	27055		
	NITROGEN	61219	35639		
8	METHANE	6	3		
۲×S	CARBON MONOXIDE	493	112		
ANALYSIS	CARBON DIOXIDE	8518	6451		
	ETHANE		NO-	+	
GAS	ETHYLENE	29	29		-
•	ACETYLENE		ND		
	PROPANE		ND		
	COMBUSTIBLE GASES	529	143		
	TOTAL GAS CONTENT	93560	69287		
0	ALUMINUM				
WETAL-ANALYSIS	IRON				
3	ZINC		<u> </u>		
₹	COPPER	······································			
Z.	LEAD		<u> </u>		
벁	SILVER				
	· · · · · · · · · · · · · · · · · · ·				
_	S & Metal concentrations are in PPM. OIL CONDITION THIS ANALYSIS: ACCOMMENTS/RECOMMENDATIONS:	CCEPTABLE X	QUESTIONABI		
	SAMPLED BY: C. ARRINGTON		DATE	= 10/18/95	
				_ , 0, , 0, 00	

PHASE: Single INDOOR: OUTDOOR: X 9/8/94	38		ITION? Good
OUTDOOR: X		HAS SAMPLE	
OUTDOOR X			VALVE? No
OUTDOOR X			
		OTHER?	
0/8/04			
3/0/37	1030/95		
29	29		
018	.021		
35.9	34.4		
40.2	39.0	 	
0.6	0,8		
		-	
		}	
		 	
	NO		
23464	25050		
57359	37032		
5	3		
441	150		
5782	4554		
	ND.		
14			
		 	
87003	80803		
		 	
			
	l	ł	
	35.9 40.2 0.8 879 Clear 5 23464 57359 5 441 5782 14	35.9 34.4 40.2 39.0 0.6 Q.8 879 .582 Clear Clear	35.9 34.4 40.2 39.0 0.6 Q.8 879 .882 Clear Clear

LOCATION _ O	ISEGO, MI	SUE	3./ EQUIP. NAME	#17 TANK PUP	INACE
MFG. GENERAL EL	ECTRIC	LIQUID TYPE MINE	RAL OIL	LEAKING? N	0
S/N· RGJ0404		LIQUID GALLONS	270	LIQUID LEVEL	7 OK
VA: 750		PHASE: 3		PAINT CONDI	TION? OK
ri, V [.] 2300		INDOOR -		HAS SAMPLE	VALVE? YES
Sec V: 480		OUTDOOR X		OTHER? .	·
	DATE	4/25/94	10/30/95		
	SAMPLE NUMBER	22	22		
ACIDITY-MG-K		018	.021		
INTERFACIAL	TENSION-DYNE/CM	27.8	29.4		
DIELECTRIC-K	1	38.4	34.6		
COLOR		8	1,2		
SPECIFIC GRA	VITY	872	.876		
VISUAL		Clear	Clear		
POWER FACTO	R		•		
KARL FISCHER	I-MOISTURE PPM	9	19		
PPM PCB			< 2	<u> </u>	
TEMPERATURI	<u> </u>		•		
HYDROGEN		ND	NO		
OXYGEN		29799	29372	- 	
NITROGEN		50227	35806		
METHANE	OXIDE	9	12		
CARBON MON		137 6013	6645		
ETHANE	106	5	9		
ETHYLENE		40	75		
ACETYLENE		ND	ND-		
PROPANE		ND	NO		
COMBUSTIBLE	GASES	191	225		
TOTAL GAS C		86230	72048		
ALUMINUM		•			
IRON		•			
ZINC		•			
COPPER		-			
LEAD					
SILVER					
ALUMINUM IRON ZINC COPPER LEAD SILVER TIN S & Metal concer	ntrations are in PPM.	(ND=None Detec	<u></u>	EUNACC	CEPTABLE

DATE 10/18/95



OCATION OTSEGO, MI		5., <u>D</u> Q	E Sub # 14 East Truck Dumper
G. Westinghouse	LIQUID TYPE: Mine	rai Oil	LEAKING? No
N: 73AL890	LIQUID GALLONS		LIQUID LEVEL? Good
A: 100	PHASE Single	ASE Single PAINT CONDITION? Go	
. V· 2400/4160	INDOOR.		HAS SAMPLE VALVE? No
			-
c. V· 240/480	OUTDOOR		OTHER?
DATE	9/8/94	10/30/95	
SAMPLE NUMBER	24	24	
ACIDITY-MG-KOH/G	021	.021	
INTERFACIAL TENSION-DYNE/CM	36.8	34.6	
DIELECTRIC-KV	37.8	36.4	
COLOR	0.6	0.8	
SPECIFIC GRAVITY	882	.881	
VISUAL	Clear	Clear	
POWER FACTOR		· · · · · · · · · · · · · · · · · · ·	
PPM PCB	5	23	
TEMPERATURE		< 2	
HYDROGEN	31	ND	
OXYGEN	26819	23355	
NITROGEN	77655	36702	
METHANE	22	9	
CARBON MONOXIDE	855	226	
CARBON DIOXIDE	6043	3544	
ETHANE	13	7	
ETHYLENE	31	23	
ACETYLENE		ND	
PROPANE	*****	NO	
COMBUSTIBLE GASES	952	265	
TOTAL GAS CONTENT	111469	63866	
ALUMINUM			
IRON			
ZINC			
COPPER			
LEAD			
CHVED			
SILVER	1	1	i



CUSTOMER MENASHA CORPORA	TON	JOB NUMI	BER <u>Z-51363</u> -	25
LOCATION OTSEGO, MI	sur	B./ EQUIP. NAME	Sub # 14 East	Truck Dumper
MFG Westinghouse	LIQUID TYPE: Mine	ral Oil	LEAKING? No	
S/N: 74AA14542	LIQUID GALLONS		LIQUID LEVELT	Good
KVA: 100	PHASE: Single		PAINT CONDIT	ION7 Good
Pri. V· 2400/4160	INDOOR-		HAS SAMPLE	ALVET No
Sec. V· 240/480	OUTDOOR X		OTHER?	
DATE	9/8/94	10/30/95		
SAMPLE NUMBER	25	25		
ACIDITY-MG-KOH/G	.014	.014		
INTERFACIAL TENSION-DYNE/CM	36.4	29.0		
DIELECTRIC-KV	42	33.8		
COLOR	1.0	1.0	<u> </u>	
SPECIFIC GRAVITY	.888	.591		
VISUAL	Clear	Clear		
INTERFACIAL TENSION-DYNE/CM DIELECTRIC-KV COLOR SPECIFIC GRAVITY VISUAL POWER FACTOR KARL FISCHER-MOISTURE PPM		<u> </u>		
kir.	3	17	 	
		< 2	 	
TEMPERATURE HYDROGEN	31	NĐ	 	
OXYGEN	15814	21393		
NITROGEN	77434	41858		
	261	184	 	
CARBON MONOXIDE	966	530	 	
METHANE CARBON MONOXIDE CARBON DIOXIDE	6187	5489	 	
ETHANE	165	115	}	
ETHANE ETHYLENE	876	835	1	
ACETYLENE	20	12		
PROPANE		ND	1	
COMBUSTIBLE GASES	2392	1858	 	
TOTAL GAS CONTENT	101827	70406		
ALUMINUM				
IRON				
ZINC			}	
COPPER COPPER				
IRON ZINC COPPER LEAD SILVER			<u> </u>	
SILVER		<u> </u>	<u> </u>	
11 13N		<u> </u>	<u> </u>	
OIL CONDITION THIS ANALYSIS: ACCOMMENTS/RECOMMENDATIONS: decomposition of cellulose. Maintain	CCEPTABLE X Oil quality OK. D	QUESTIONABLE		
SAMPLED RY: C ARRINGTON		DATE	10/18/95	

WASTESTREPT/INSOLTZ: GR

DANX TEST SIF

A14944 0	LIQUID TYPE: Mine LIQUID GALLONS: PHASE: Single	ral Oil	LIQUID LEVEL?	
<u> </u>				Good
<u> </u>	PHASE: Single			
	PHASE: Single		DAINT CONDIT	IONA Cond
00/4160			PAINT CONDIT	10N7 G000
	INDOOR:		HAS SAMPLE V	ALVE? No
40/480	OUTDOOR: X		OTHER?	
DATE	9/8/94	10/30/95		
SAMPLE NUMBER	26	28		
DITY-MG-KOH/G	.014	,021		
RFACIAL TENSION-DYNE/CM	34.5	34.4		
ECTRIC-KV	22.6	23.4		
OR	1.0	1.0		
CIFIC GRAVITY	.887	.891		
JAL	Clear	Clear		
ER FACTOR				
L FISCHER-MOISTURE PPM	13	31		
		<2		
		 		
				
	3/432	 		
	15	 		
				
		 		
		}		
PANE				
ABUSTIBLE GASES	43	383		
AL GAS CONTENT	98891	83957		
MINUM				
N				
c				
PPER				
D				
/ER				
			L L	ľ
	SAMPLE NUMBER DITY-MG-KOH/G RFACIAL TENSION-DYNE/CM LECTRIC-KV OR CIFIC GRAVITY AL LER FACTOR L FISCHER-MOISTURE PPM PCB PERATURE ROGEN GEN BON MONOXIDE BON DIOXIDE ANE YLENE TYLENE TYLENE PANE IBUSTIBLE GASES AL GAS CONTENT MINUM N C PPER D	SAMPLE NUMBER 26	SAMPLE NUMBER 26 26 DITY-MG-KOH/G .014 .021 RFACIAL TENSION-DYNE/CM 34.5 34.4 ECTRIC-KV 22.6 23.4 OR .1.0 1.0 CIFIC GRAVITY .887 .891 AL	SAMPLE NUMBER 26 26 26 26 27 27 28 21 27 28 21 28 21 29 28 21 29 28 21 29 29 29 29 29 29 29 29 29 29 29 29 29

Attachment #4

Transformer Serial #: H881099

Transformer Manufacturer: General Electric

PCB Concentration: < 2 ppm

Date Oil Sampled: October 18, 1995

Oil Sampled By: Dynex Industries, Inc.

23460 Industrial Park Drive Farmington Hills, MI 48335

(810) 477-6066

Dynex Industries, Inc. Job #: Z-51363-5

Transformer Spill/Disposal: Contact Otsego Mill Environmental Supervisor



equipment or other information to indicate the type of dielectric fluid, then the equipment must be assumed to be a PCB Transformer (500 ppm or greater). Transformers which are known to contain mineral oil dielectric fluid and whose PCB concentration is unknown, must be assumed to be PCB-Contaminated Electrical Equipment (50-499 ppm) and must be treated as such. However, if the PCB concentration has ever been known or if a person has reason to know the concentration equalled or exceeded 500 ppm PCBs, the transformer must be treated as a PCB Transformer. These "assumption rules" effectively apply to all regulatory requirements relating to the equipment including: use and servicing, leaks and spills, sale for reuse, storage for disposal, and disposal.

- Q2: Can screening tests, such as Clor-n-Oil™, be used to determine the PCB concentration of a transformer? If so, can "Certified Non-PCB" labels be used to classify transformers based upon a screen test?
- A2: Currently, the regulations do not require that any particular testing method be utilized when determining the PCB concentration in transformers. However, because EPA does not recognize the results of such field concentration screening tests for purposes of classifying transformers, transformer owners should prudently scrutinize PCB testing options, as there are significant differences in the integrity and accuracy of various testing methods. It should be noted that, in most situations, EPA will utilize laboratory gas-chromatography (GC) testing to determine PCB concentrations during facility inspections. EPA recommends that owners of electrical equipment choose testing methods, and practice sampling procedures, which are analytically accurate, reproducible, assure quality control, and are certifiable.



The use of non-PCB labels is unregulated by EPA. That is to say, there are no prohibitions or requirements to place non-PCB labels on transformers. However, if non-PCB labels are used to indicate the classification of equipment, then owners should be able to provide documentation such as test results or manufacturer's letters along with historic service records which will substantiate the non-PCB classification. A criminal action could be pursued for someone intentionally using non-PCB labels on known or assumed PCB Items.

- Q3: Can I batch test oil samples from several transformers and classify each unit based upon one test result?
- A3: The only place in the regulations where "batch testing" is allowed is under testing procedures for disposal of PCBs [761.60(g)]. It is only owners or users of mineral oil

Attachment #5





23460 Industrial Park Drive • Farmington Hills. MI 48335 • (810) 477-6066 FAX (810) 477-6069

November 28, 1995

Mr. Keith Kling Menasha Corporation P.O. Box 155 Otsego, MI 49018

Dear Mr. Kling:

In an effort to prevent cross contamination of transformers, DYNEX performs the following in-house and on the job procedures:

1. All pumps are self contained and utilize the following color code: Yellow - Transformer fluids over 500 PPM Red - Transformer fluids between 50 and 500 PPM Blue - Transformer fluids 49 PPM and below

- 2. Each pump uses fittings unique to its color code. This prevents hoses, stand pipes and filters from being interchanged.
- Its a policy of DYNEX to require up-to-date test results indicating the fluid type and PPM level prior to on-site work. This allows us to provide the proper equipment.
- 4. Prior to and after each job all tools, pumps and fittings are decontaminated (refer to enclosed procedures).
- 5. In addition to the decontamination procedure, random wipe and fluid samples are analyzed for PCB.
- 6. All DYNEX employees are trained in the proper handling of transformer fluids and are extremely aware of problems associated with cross contamination.

We feel the procedures described above and enclosed will assure that your transformers remain non PCB. As an additional assurance, DYNEX will remove a sample and test for PCB, when servicing of your transformers requires removal and/or replacement of the fluid. This will be performed at no additional cost to you.

I hope the above information proves useful in the evaluation of DYNEX as your Transformer Service Company.

We look forward to being of service to you in the near future. If you have any questions, please do not hesitate to contact me at the above number.

Sincerely DYNEX Industries, Inc.

Ron Cuthbert Project Manager

RC/pm

enclosure

1- Fo -1 Onnon -- Emmin --

Introduction

Any piece of equipment which is taken out of the van and used can become contaminated with PCB or TF-1. Before reloading these tools, etc., decontamination with a suitable solvent is required. Isopropal alcohol or kerosene will be used for this purpose and will arrive at the site with the supply truck and van. Also, electro clean solvent will be utilized as a cleaner for the rinse/fill adaptor.

What to Decontaminate

- o All hand tools including wrenches, screwdrivers, drum bung-wrenches, etc.
- o Any recyclable items which have been used for spill containment.
- o The tops of the pump module, the pump drip pan, and drums which may have contaminated items laid upon them.
- o Rinse/fill adaptor and residual liquid dip tube.
- o Hoses (hose connections) Outside only.
- o Dielectric tester bath
- o California nozzle and pump prefilter.

How to Decontaminate

The technician decontaminating should be wearing goggles, respirator, protective suit and gloves to eliminate exposure to kerosene, alcohol, electro clean, PCB's or TF-1.

- A. Hand Tools, Residual Liquid Diptube
 - 1) Place all potentially contaminated tools in a drip pan.
 - 2) Pour a small amount of solvent onto a rag(s) over the pan.
 - 3) Thoroughly wipe all external surfaces with the wetted rag.
 - 4) Repeat the process for a double rinse.
 - 5) Place tools on dry rags, wipe dry and reload.

B. Rinse/Fill Adaptor

- 1) Have wetted rag ready when adaptor is pulled off transformer.
- 2) Wipe all external surfaces. Make an effort to clean annular space around nozzle and pipe. Use Electro clean solvent.
- 3) Wipe dry and immediately place in large plastic bag. Sharp surfaces should be protected from piercing the bag.
- C. Pump Module, Drum Tops, etc.
 - 1) Wet rags (by dipping in drip/catch pan containing solvent)
 - 2) Wipe external surfaces concentrating on any oily-looking areas.
 - 3) Wipe dry and reload equipment.
 - 4) Store filter, dip tube, etc. in disposable plastic bags. Change bags frequently.

D. Hoses

· 1) Any hose used for draining or rinsing (hence contaminated fluid) must have had a minimum of 1/2 drum of uncontaminated dielectric fluid pumped thru it before returning it to the van.

Clean-up

- o Throw all rags used into the solid waste drum.
- o Pour absorbent/used rags into the solvent drip/catch pan to soak up residual liquid. Place drip pan and contents into the solid waste drum.

Solvent Handling - Sarety

- o No smoking
- o Limit exposure to vapors and avoid contact with skin
- o Wash off of skin immediately with soap and warm water
- o Keep containers of solvent closed



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DYNEX Industries, Inc.

DYNEX'S

CREDENTIALS



Page 1 of 2

TRANSFORMER SERVICE OVERVIEW

DYNEX has been involved with PCB disposal for many years. We have transported millions of pounds of PCBs and have removed and replaced thousands of PCB transformers.

Our PCB "turnkey" changeout service is unique, as we use only our own skilled technicians in the handling and transporting of PCB liquids, solids and equipment.

PCB Services

Much emphasis has been placed on PCB services. Our company feels a total "turnkey" service can best serve the complete needs of customers. Included in this service are:

- Engineering services and evaluations

- Recommendation of replacement transformers and capacitors regardless of type or brand manufacturer
- Sale of new equipment as specified by customers

Physical removal of existing equipment
Installation of new equipment

- Transportation of PCB liquids and solids to disposal sites

- Disposal of PCB equipment, liquids and solids.

In addition to the "turnkey" service, our company offers:

- Oil testing

- Retrofilling of PCB contaminated oil transformers
 Clean up of PCB spills
 Repair of PCB leaks
 Clean up of PCB contaminated hydraulic machines
 Clean up of PCB contaminated elevator systems

- Disposal of PCB ballasts

- Repair of transformers, i.e. bushing leak repair, oil filtering, tap changer repair,

Areas Served
Geographically we provide nationwide service for our customers. This is accomplished by our fully staffed service and marketing centers in St. Paul, Minnesota; Detroit, Michigan; and Chicago, IL.

<u>Customers Served</u>
We serve a wide variety of customers from governmental installations to commercial facilities

we serve a wide variety of customers from governmental installations to commercial facilities

to commercial facilities universities, hospitals, to industrial plants. These have included armed force bases, colleges, universities, hospitals, mining companies, paper mills, foundries, airports and more. Please see the enclosed reference list for specific locations and project scopes.

New Replacement Equipment
We have changed out thousands of transformers and capacitors, gaining a considerable amount of experience concerning equipment. As an independent company, we offer objective recommendations of equipment for customers regardless of brand name.

DYNEX believes that the work related to PCB handling is most important. All technical personnel have proper certification/education and "hands on" working experience with electrical apparatus, transformers and the handling of PCB materials. In addition, our company stresses safety through carefully planned procedures.

Our technicians are also trained in rigging of equipment and PCB spill clean up. The philosophy of our company is to only use trained personnel in the handling of PCB materials and equipment.

In addition, our employees are trained and experienced to perform routine electrical work. This allows our company to provide a true turnkey service by using our own employees and equipment for rigging, electrical work, handling and transportation of PCBs.

Work Equipment

Our company buys or makes the equipment necessary to perform work in a safe and efficient manner. A number of special cranes and rigging devices are designed for unique removal situations.

In addition, our company owns all its trucks and related vehicles.

Procedures
One of the reasons for the success of our company is dedication to safety and training. Our company strives to keep all personnel informed of new regulations and techniques.

Some of the procedures established and employed are:

- Emergency spill plan

- Safety procedures in handling, loading and transporting PCBs
- Safety and first aid plans
- Accident reporting plan
- Safety meeting plans and procedures
- Disposal site plan
- Work procedures general for overview of work duties
- Work procedures specific developed for each job

Types of Jobs Experience has involved the physical removal of transformers and capacitors of various sizes, been located in underground vaults, electrical vaults, basements, rooftops, mezzanines and more.

Thus far, our company has removed and replaced thousands of transformers and capacitors. Sizes of the transformers have been from 5 KVA to 10,000 KVA. Millions of pounds of PCBs have been handled with no citations or reprimands by the EPA.

DYNEX - the professional alternative for PCB services.



CUSTOMER POLLUTION LIABILITY ASSURANCE

In this age of environmental pollution concerns, it is important to make the right choices in determining who will be handling your PCB hazardous waste. DYNEX has properly disposed of millions of capacitors, millions of gallons of PCB liquid, and thousands of transformer carcasses since PCB's were regulated by the EPA in 1978, all without citation, violation, or fines from the EPA. Few, if any, companies can make such a claim.

Our policy is to use no subcontractors in handling PCB materials. There are no second or third parties involved to confuse responsibility or liability. In the event an environmental incident should occur, our crews are fully trained and capable of responding to any situation.

DYNEX carries contractors pollution legal liability insurance to complete the umbrella of protection for our customers. We do not rely on another party's insurance for liability protection when we're handling PCB materials.

As you can see, our full service approach in the handling of PCB hazardous waste makes DYNEX the right choice for your removal and disposal needs.



DYNEX Industries, Inc.

Page 1 of 4

General Operating and Safety Procedures

for Handling, Loading, Securing and Transporting

A. Before Leaving Plant Site For Pick Up Of Material:

- 1. Be sure that a complete safety check is made of equipment.
 - Tires
 - b. Safety Equipment
 - c. Locks
 - d. Chains & Binders
- 2. Be sure to check paperwork
 - a. Manifest
 - b. Trip mileage and fuel log sheet
 - c. Vehicle condition reports
 - d. Advance monies if needed
- 3. Call in Periods
 - a. Upon completion of job, before leaving customers facility.
 - b. Emergency
 - c. In the event of downtime
 - d. Monday morning to give time for previous week, report to job controller.

The reason for calling is very simple, DYNEX needs to know of your progress or lack of, so that scheduling can be maintained with a minimum of lost time.

B. Arrival At Customer Facility

- 1. Follow DYNEX procedures
 - a. Report to customer contact
 - b. Be courteous
 - c. Scope out job site
 - d. Proceed as required to loading/unloading area
 - e. Prepare unit for loading/unloading. Make sure you lay poly around work area before equipment is brought in.
- Observe loading (Van)
 Spot check 3-5 drums during loading procedure DO NOT LOAD ANY DRUM THAT IS LEAKING.
 - b. Insure all required labeling is attached

Page 2 of 4

C. During Highway Travel

Make periodic stops

a. Inspect complete vehicle physically

1. Tires

- 2. Check for leaks
- 3. Note any deficiencies and have them repaired as is practical

2. During stops

- a. Hazardous Material placarded vehicles must be attended by one of the drivers
- b. Vehicle must be away from other vehicles and buildings. Also vehicle must be in sight of attendant driver.
- c. If during stop you note overheated tire, you must determine cause have tire removed and placed a safe distance from placarded vehicle (deterrent to fire hazards).

D. Trip Progress Reports - Driver Logs

Trip mileage - Fuel report

- a. You need to record mileage within each state
- b. Maintain your drivers log, upon request for inspection by authorized personnel you must produce same.
- c. Be sure all papers carried are in order for inspection, if request is made.

E. Accidents

- 1. In the case of an accident
 - a. Stop immediately.
 - b. If a spill is involved make sure you get traffic stopped.
 - c. Take all necessary precautions to prevent further accidents at the scene.

d. Set out warning devices.

- e. Use your CB radio or a telephone to notify authorities. f. Call DYNEX office as soon as practical.

- g. Render all possible assistance. h. Check trailer to be sure there is no leakage
- i. Gather all practical information possible (witnesses, names, addresses, phone numbers). Assess, as best you can, damages to all vehicles.
- j. Sketch, as well as possible, accident scene, direction of vehicles, intersection, etc.
- k. Try to keep people who are not authorized from congregating at scene.
- 1. Make sure fire hazards are at a minimal (no cigars, cigarettes, or flame).
- m. No flame type warning devices are to be allowed on Hazardous Material accident scenes.

F. Incidents - (Spills-Leakage)

- 1. If a leak is noticed:
 - a. Progress only far enough to stop safely, examine leakage, determine needed area for containment.
 - b. If it is a small leak and repairable, do so. If it is a larger leak and along divided highway, attempt to move vehicle adjacent to median. Usually medians run for considerable distance without drain-off. If along regular two lane highway, attempt to avoid culvert drainage area.

Page 3 of 4

F. Incidents - (Spills-Leakage) cont'd

- c. Start to contain spill, dam up area as best you can.
- d. As soon as possible, advise DYNEX.
- e. Let DYNEX know if it is a leak or spill. Let them know what kind of equipment is needed (vacuum truck, another truck with trailer, skimmer equipment, etc.).
- f. Set out necessary traffic warning signals.
- g. Notify authorities CB radio or telephone.
- h. Remove emergency gear boots and other needed protective gear.
- i. Emergency transfer of material from one truck to another is permitted if hazardous material.
- j. As soon as DYNEX personnel arrive, set up a command post.
- k. Be sure all papers are available to authorities, so that proper methods of handling the material can be recognized.
- 1. Make necessary notes, regarding cause, type of material, what precautions were taken. All information is needed by DYNEX to file incident report.

2. DYNEX - Material Handling

- a. Be sure all information received initially, is thoroughly understood so that all needed equipment and manpower is dispatched effectively.
- b. DYNEX will see to it that needed vehicles are made available and dispatched.
- c. No information regarding material is to be given out except to proper authorities.

 DYNEX Representative at scene will handle questions.
- d. Make sure only necessary vehicles and personnel are allowed at the scene.
- e. After spill clean up is finished, an incident report must be filed. DYNEX will see that this report is filed with information available.

G. Weather

1. Winter - Summer

- a. Keep abreast of weather conditions via CB radio, use radio broadcasts. Base locality will call for weather and road conditions.
- b. Under no conditions is Hazardous Material to be transported on the highway system when travel advisories are being broadcasted.
- c. If it is necessary to stop because of inclement weather conditions, inform DYNEX. Inform them of conditions, keeping in touch at various intervals of time so that DYNEX and yourself has an opportunity to properly evaluate and make all necessary changes in scheduling.
- d. Scheduling of pick up and deliveries during severe weather conditions is the responsibility of Transportation Manager. Drivers will report conditions that they are encountering and decisions arrived at from conversation between driver and Transportation Manager as to any further movement will be discussed. Judgement of the driver facing hazardous driving conditions needs to be reconciled.

H. Equipment and Drivers

1. The Transportation Manager will make sure that all vehicles being used to transport Hazardous Materials are in a safe condition prior to dispatch. By simple communications with dispatchers and maintenance people this can be ascertained.

H. Equipment and Drivers cont'd

- a. Transportation department personnel will make sure all vehicle condition reports are finalized as to needed repair per each driver request. Condition report will than be signed and filed in proper equipment numbered file.
- b. If for any reason equipment is not repaired, Transportation Manager must be informed only he can make decision to use, or to side line equipment out of service.
- c. Equipment shall be kept clean. This is both good for driver moral and company image.
- d. Transportation Department personnel will make sure permits, decals relating to permits, numbers relating to fuel permits, cab cards are either in each vehicle or available to the driver. Information regarding special permit pick up also needs to be transmitted to drivers.
- e. All possible attempts should be made by Transportation Department to enlighten each driver as far in advance of next dispatch as possible. Driver, when off duty at terminal site, needs to report if he is away from home and where he may be reached. Communications must be constant so that scheduling levels can be maintained.
- f. Drivers are to turn in completed log sheets to the Transportation Manager at completion of each trip. Drivers as well as Transportation Manager must ascertain prior to dispatch that enough driver time exist, so that trip can be made without any legal technicality. Under no circumstance will DYNEX participate in allowing any of its drivers to be operating vehicles in violation of driving time status that can be cause for fines, both do driver and company.
- g. Driver must remember to call in daily, (between the hours of 9:00 a.m. and 12:00 noon). This is done so that Transportation Department can adjust scheduling, also there may be vital information that needs to be relayed. It is essential that this type of communication take place.

I. Shipping Papers - Trip Cost Related Papers

- 1. Drivers will see to it that at the end of each trip, all pertinent papers are delivered to Transportation Manager.
 - a. In the case of shipping documents, signatures, weights and other essential information has been affixed.
 - b. Traffic department will generate all paper for trips as they are assigned.

 1. Trip cost sheet, delivery tickets, trip mileage and fuel analysis, product information, Hazardous Bill of Lading.
 - c. All drivers are required to have valid, operators license. Must be able to pass Drivers test. Must pass physical examination.
 - d. Drivers must take care of renewals of any license.

DYNEX Industries, Inc.



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23460 Industrial Park Drive • Farmington Hills. MI 48335 • (810) 477-6066 FAX (810) 477-6069

IF A SPILL SHOULD OCCUR:

1. The truck driver notifies DYNEX Emergency Coordinators at the following numbers:

Bruce Robinson	Dave Laura	Andy Efird
810-477-6066	810-477-6066	810-477-6066
313-283-5683	313-379-4814	810-960-7747
	810-604-1353 Beeper	313-940-4312 Beeper
Roger Ranzau	Gene Philipp	Brian Sjoberg
612-784-4040	612-784-4040	612-784-4040
612-432-0152	612-786-0202	612-483-0206

- 2. The DYNEX Emergency Coordinator will:
 - a. Decide if the spill response brigade with associated spill containment equipment can respond to the site in a reasonable time, (if possible, the spill response brigade and equipment will be sent to the site).
 - b. Decide, and if necessary, send spill clean-up supervision to the site by the fastest method, including private chartered aircraft.
- 3. The truck driver will instruct local fire, police and regulatory personnel to help in containment of the spill. The truck driver will instruct the local fire response groups to not flush the spilled PCBs from the spill site.
- 4. The truck driver will use his containment equipment to construct a temporary containment system for the spilled liquid.
- 5. DYNEX spill clean-up supervision will determine whether vacuum trucks will be used, or if other EPA approved methods will be employed.
- 6. Spill containment and collection equipment for contaminated solids will be transported to the site.
- 7. Containment dirt will be collected in DOT 17H metal drums by the spill response team.
- 8. The PCB liquid will be sent to an EPA approved disposal facility for incineration or detoxification. The PCB contaminated solids will be sent to an EPA approved incinerator or landfill site permitted to handle the material.
- 9. DYNEX has access to a private aircraft which can respond within an hour.
- 10. Upon completion of the spill clean-up, all contaminated equipment, materials, etc. will be decontaminated according to Annex IV, 40 CFR 761.43.
- 11. At all times, compliance with 40 CFR 761 will be maintained.

All shipping papers, marking labels and manifests (unless state regulations require generator or receiver of hazardous waste to furnish manifests) will be supplied and prepared by DYNEX.



UPDATE

DYNEX

OVER THE ROAD PCB SPILL RESPONSE PROCEDURES, PERSONNEL SAFETY AND CONDUCT RULES AND GENERAL GUIDELINES CONCERNING PCBS

All truck drivers will maintain at all times the following emergency equipment on their vehicles:

Fire extinguisher Emergency spill kit Health certificate Log Truck Labels Cab File

ALL PERSONNEL both those of the generator and DYNEX will strictly adhere to the following safety rules while in direct contact with PCB contaminated materials.

- 1. All personnel will wear protective clothing; disposable coveralls, gloves and boots.
- 2. Upon completion of any PCB related work all personal protective equipment will be placed in DOT 17H drums and disposed of in accordance with 40 CFR 761.
- 3. Care must be taken to prevent tools, machinery, vehicles, personal property and clothing from becoming contaminated. Personal hygiene must be stressed; i.e., washing hands and face before eating or drinking, as well as removal and disposal of protective clothing.
- 4. All personnel will report IMMEDIATELY to emergency coordinator at DYNEX, in the event of any spill or questionable circumstances in the field.

ALL PERSONNEL, both those of the generator and DYNEX shall adhere to the following:

1. Any surfaces that may encounter any exposure to PCBs will be covered with a protective layer of disposable poly.

Upon completion of the work the poly will be placed on DOT 17H drums and disposed of in accordance with 40 CFR 761.

2. Where drums are to be utilized for disposal of PCBs, only approved DOT 17E drums will be used for liquids and DOT 17H drums used for solids.

Attachment #6

WESTERN MICHIGAN ENVIRONMENTAL SERVICES, INC.

3352 128th Avenue, Holland, Michigan 49424-9263 Phone: 616-399-6070 FAX: 616-399-6185

MEN03125

TO:

Menasha Corporation

320 North Farmer

Otsego, Michigan 49078

Attn: Gary Roys

DATE:

September 22, 1993

ANALYSIS OF:

Oil Samptés

REPORTED BY:

Robert K. Zahray, Laboratory Manager

DATE RECEIVED:

Received from client on August 25, 1993.

Sample ID: GE 8685583

Lab ID: 9308175-01

Collected: 08/24/9

TEST	RESULT	UNITS	ANALYZED	BY	METHOD	MDL
Polychlorinated Biphenyls		-		·	EPA 8080	
PCB-1016	BDL	mg/kg	09/03/93	DGK		0.5
PCB-1221	BDL	mg/kg	09/03/93	DGK		2.6
PCB-1232	BDL	mg/kg	09/03/93	DGK		0.5
PCB-1242	BDL	mg/kg	09/03/93	DGK		30
PCB-1248	BDL	mg/kg	09/03/93	DGK		30
PCB-1254	BDL	mg/kg	09/03/93	DGK		5
PCB-1260	BDL	mg/kg	09/03/93	DGK		10
Total PCB's	BDL	mg/kg	09/03/93	DGK		50
Waste Dilution	09/03/93	prep. date	, ,	LD	EPA 3580	

_ple ID: GE 8685575

Lab ID: 9308175-02

Collected: 08/24/9

TEST	RESULT	UNITS	ANALYZED	BY	METHOD	MDI
Polycnlorinated Biphenvis					EPA 8080	
PCB-1016	BDL	mg/kg	09/03/93	DGK		0.5
PCB-1221 / /	BDL	mg/kg	09/03/93	DGK		1
PCB-1232	BDL	mg/kg	09/03/93	DGK		0.5
PCB-1242 5e. 1) 14	mg/kg	09/03/93	DGK		0.5
PCB-1248 / DT// C	BDL	mg/kg	09/03/93	DGK		0.5
PCB-1254 NF / CC U	BDL	mg/kg	09/03/93	DGK		20
PCB-1260	BDL	mg/kg	09/03/93	DGK		6
TOTAL PCB S	14	mg/kg	09/03/93	DGK		28
Waste Dilution Crosa	09/03/93	prep. date	, ,	LD	EPA 3580	

Sample ID: GE 8685374

Lab ID: 9308175-03

Collected: 08/24/

TEST	RESULT	UNITS	ANALYZED	BY	METHOD	MD:
Polychlorinated Biphenyls					EPA 8080	
PCB-1016	BDL	mg/kg	09/14/93	DGK		3.7
PCB-1221	BDL	mg/kg	09/14/93	DGK		1.1
PCB-1232	BDL	mg/kg	09/14/93	DGK		3.7
PCB-1242	BDL	mg/kg	09/14/93	DGK		3.7
PCB-1248	BDL	mg/kg	09/14/93	DGK		3.7
PCB-1254	BDL	mg/kg	09/14/93	DGK		9.1
CB-1260	BDL	mg/kg	09/14/93	DGK		3.7
tal PCB's	BDL	mg/kg	09/14/93	DGK		18
ce Dilution	09/03/93	prep. date	, ,	LD	EPA 3580	

BDL = Below Detection Limit
MDL = Method Detection Limit

Sample ID: Westinghouse 4395268

Lab	ID:	9308175-0	4

Collectea:	08/24/9
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	RESULT	UNITS	ANALYZED	BY	METHOD	MDL
Polycnlorinated Biphenvis					EPA 8080	
PCB-1016	BDL	mg/kg	09/14/93	DGK		1.2
PCB-1221	BDL	mg/kg	09/14/93	DGK		0.8
PCB-1232	BDL	mg/kg	09/14/93	DGK		1.2
PCB-1242	BDL	mg/kg	09/14/93	DGK		1.2
PCB-1248	BDL	mg/kg	09/14/93	DGK		1.2
PCB-1254	BDL	mg/kg	09/14/93	DGK		3.7
PCB-1260	BDL	mg/kg	09/14/93	DGK		1
Total PCB's	BDL	mg/kg	09/14/93	DGK		6.7
Waste Dilution	09/03/93	prep. date	•	LD	EPA 3580	

Sample ID: Westinghouse 4395273

Lab ID: 9308175-05 Collected: 08/24/9

TEST	RESULT	UNITS	ANALYZED	B¥	METHOD	MDL
Polycnlorinated Biphenyls				 	EPA 8080	
PCB-1016	BDL	mg/kg	09/14/93	DGK		2.4
PCB-1221	BDL	mg/kg	09/14/93	DGK	,	7
PCB-1232	BDL	mg/kg	09/14/93	DGK		2.4
PCB-1242	BDL	mg/kg	09/14/93	DGK	1	2.4
PCB-1248	BDL	mg/kg	09/14/93	DGK		2.4
PCB-1254	BDL	mg/kg	09/14/93	DGK		0.8
PCB-1260	BDL	mg/kg	09/14/93	DGK		1.3
Total PCB's	BDL	mg/kg	09/14/93	DGK		12
Waste Dilution	09/03/93	prep. date	• •	LD	EPA 3580	

ple ID: Westing.L252G56AA1 69F6683 Lab ID: 9308175-06

Collected: 08/24/

TEST	RESULT	UNITS	ANALYZED	BY	METHOD	MD:
Polychlorinated Biphenyls					EPA 8080	
PCB-1016	BDL	m g/k g	09/14/93	DGK		0.5
PCB-1221	BDL	mg/kg	09/14/93	DGK		0.6
PCB-1232	BDL	mg/kg	09/14/93	DGK		0.5
PCB-1242	BDL	mg/kg	09/14/93	DGK		32
PCB-1248	BDL	mg/ka	09/14/93	DGK		32
PCB-1254	BDL	mg/kg	09/14/93	DGK		6
PCB-1260	BDL	mg/kg	09/14/93	DGK		3.3
Total PCB's	BDL	mg/kg	09/14/93	DGK		42
Waste Dilution	09/03/93	prep. date	, -, -, -	LD	EPA 3580	

DNR DEPARTME

MICHIGAN DEPARTMENT OF NATURAL RESOURCES

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Required 1979 - 1969	under authority of A	et 64 PA
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Failure to Section 2 Act 136

MEN03128

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Required under authority of Act 64 PA 1979 as amended and Act 136 PA 1969

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Designated Sectify Name and Site Address 10JSEAD Number Aptus, Dac. P.O. Box 1322/Eng169 North Coffeytille, De C7337 11 US DOT Description including Proper Shipping Name, Hazard Class, and HM **SOLUTION INCLUDED STREETING, P. UR2315, POINT BY ONUMBER; P.O. POLYCHIOSTERAND BIPERRYLS, 9, UR2315, POINT L. Additional Descriptions for Materials Listed Above A. Graw of Delization Street Resources and Additional Information BY D. L. Additional Descriptions for Materials Listed Above A. Graw of Delization Street Resources and Additional Information Box transformer filled with 14 pps PGs oil Streets and Listed Above and Case of								3				E.BI	ate Transport	ers ID 😭	
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Aptus. Inc.
a subsidiary of Rollins
Environmental Services, Inc.





February 20, 1996

To: KEITH KLING

MENASHA CORPORATION
320 NORTH FARMER STREET

P O BOX 155

.OTSEGO, MI 49078-0155

From: Environmental Affairs

RE: Aptus Document No. NF74M

Enclosed is your Certificate of Disposal from Aptus, which certifies that the waste material received on the referenced manifest has been properly disposed. Also enclosed is a detail summary of the movement of your material.

We appreciate your business and we look forward to assisting you with your waste management needs in the future.

Should you have any questions regarding your Certificate of Disposal, please contact Sheri Sanders at 1-316-252-1250.

Enclosures

APTUS

Aptus, Inc. a subsidiary of Rollins Environmental Services, Inc.

P.O. Box 1328 Coffeyville. KS 67337 (316) 251-6380

CERTIFICATE OF DISPOSAL

NO. 32366

MENASHA CORPORATION 320 NORTH FARMER STREET P O BOX 155 OTSEGO, MI 49078-0155

February 20, 1996

- A. THIS IS TO CERTIFY THAT THE HAZARDOUS SUBSTANCE MANIFESTED TO APTUS ON APTUS DOCUMENT #NF74M WAS DISPOSED OF IN ACCORDANCE WITH 40 CFR 761 (AND 40 CFR 264 IF APPLICABLE) AS OF 02/10/96. ATTACHED, IS A DETAIL REPORT WHICH IDENTIFIES THE DATE(S) OF DISPOSAL AND THE PROCESS UTILIZED FOR EACH WASTE LISTED.
- B. UNDER CIVIL AND CRIMINAL PENALTIES OF LAW FOR THE MAKING OR SUBMISSION OF FALSE OR FRAUDULENT STATEMENTS OR REPRESENTATIONS (18 U.S. C. 1001 AND 15 U.S. C. 2615), I CERTIFY THAT THE INFORMATION CONTAINED IN OR ACCOMPANYING THIS DOCUMENT IS TRUE, ACCURATE AND COMPLETE. AS TO THE IDENTIFIED SECTIONS(S)(A.) OF THIS DOCUMENT FOR WHICH I CANNOT PERSONALLY VERIFY TRUTH AND I CERTIFY AS THE COMPANY OFFICIAL ACCURACY, HAVING SUPERVISORY RESPONSIBILITY FOR THE PERSONS WHO. ACTING UNDER MY DIRECT INSTRUCTIONS. MADE THE VERIFICATION THAT THIS INFORMATION IS TRUE, ACCURATE, AND COMPLETE.

APTUS

EPA /TD # KSD981506025

PETER D. HANLEY, P.E.

MANAGER, ENVIRONMENTAL AFFAIRS

GE1.

APTUS

DETAIL REPORT

CORRESPONDENT

PAGE NO. 1

WORKORDER # 106267

MENASHA	CORPORATION		MENASHA CORPO	RATION	APT DOC # NF74M
320 NORTH FAR	MER STREET		320 NORTH FARMER STREE	т	CUST MANIFEST:
P O BOX 155			P O BOX 155		
OTSEGO MI 49078-0155			OTSEGO	MI 49078-0155	STATE MANIFEST: MI3624147
EPA # MID0060	12405				
PHONE: 6166926141 KEITH KLING			PHONE: 6166926141		DATE OF REPORT: 02/20/96
			KEITH KLING		SALESMAN: BRENT BRODIE
GCODE: 25204			CCODE: 25204		HOLD BACK: 0%
ITEM PRDIYPE	CNT DESCRIPTION	SERIAL/DRUM #	WT/LBS LOCAT SHIPMAN	ARRIVAL OUT/SRVC DESTROYD CDSENT	DISPOSAL FACILITY
1 PCAPS	1 L.B.	MC2-1	972 5000000	10/27/95 10/11/95 12/23/95 02/20/96	APTUS INCINERATOR COFFEYVILLE,KS
2 PCAPS	1 CAPS	MC3-1	585 5000000	10/27/95 10/11/95 12/26/95 02/20/96	APTUS INCINERATOR COFFEYVILLE,KS
3 NDCLO	1 TRANS	8685575	2315 399000	10/27/95 10/27/95 01/16/96 02/20/96 (DECOMMISSION KS
4 NFUEL	1 TRANS	8685575	1070 0006000	10/27/95 10/27/95 02/10/96 02/20/96	APTUS INCINERATOR COFFEYVILLE,KS

4942

MEN03132

ithis it?

Describe other satellite properties.

The land referred to in this Search, situated in the County of Allegan, Township of Otsego, State of Michigan, is described as follows:

The East 83 feet of the West 181.5 feet of that part of the Northwest 1/4 of the Northeast-1/4 lying South of the N.Y.C.R.R. and North of the Contour 698, Section 23, Town 1 North, Range 12 West.

That part of the Northwest 1/4 of Section 23 lying South of the New York City Railroad and East of Farmer Street and North of the Kalamazoo River, ALSO the Northwest 1/4 of the Northeast 1/4 lying South of N.Y.C.R.R. and North of the Contour 698, EXCEPT that part of the West 1/2 of the Northeast 1/4 lying North of River Street and South of N.Y.C.R.R., ALSO Island No. 2 of Section 23, Town 1 North, Range 12 West.

Commencing on the West line of the East 1/2 of the Northeast fractional 1/4 of Section 23, Town I North, Range 12 West at a point 17 rods and 17 links South of the North line of the said Section; thence South 73 1/2 degrees East a distance of 267 feet to a fence; thence South 888 fect to the Kalamazoo River; thence Northwesterly along the said river to a point in the West line of the said East 1/2 of the Northeast 1/4; thence North 696 feet to the place of beginning.

Commencing at the Northeast corner of Lot Albert D. Carpenter's; thence Easterly along L.S. and M.S. Railroad 6 7/8 rods; thence Southerly 14 1/2 rods to the Kalamazoo River; thence Westerly along the Kalamazoo River 6 7/8 rods; thence North parallel with said East line of L.S. and M.S. Railroad, place of beginning, Section 23, Town 1 North, Range 12 West. And being premises now described on tax rolls as: The East 113.6 feet of the West 295.1 feet of that part of the Northwest 1/4 of the Northeast 1/4 lying South of N.Y.C.R.R. and North of Contour 698, Section 23, Town 1 North, Range 12 West.

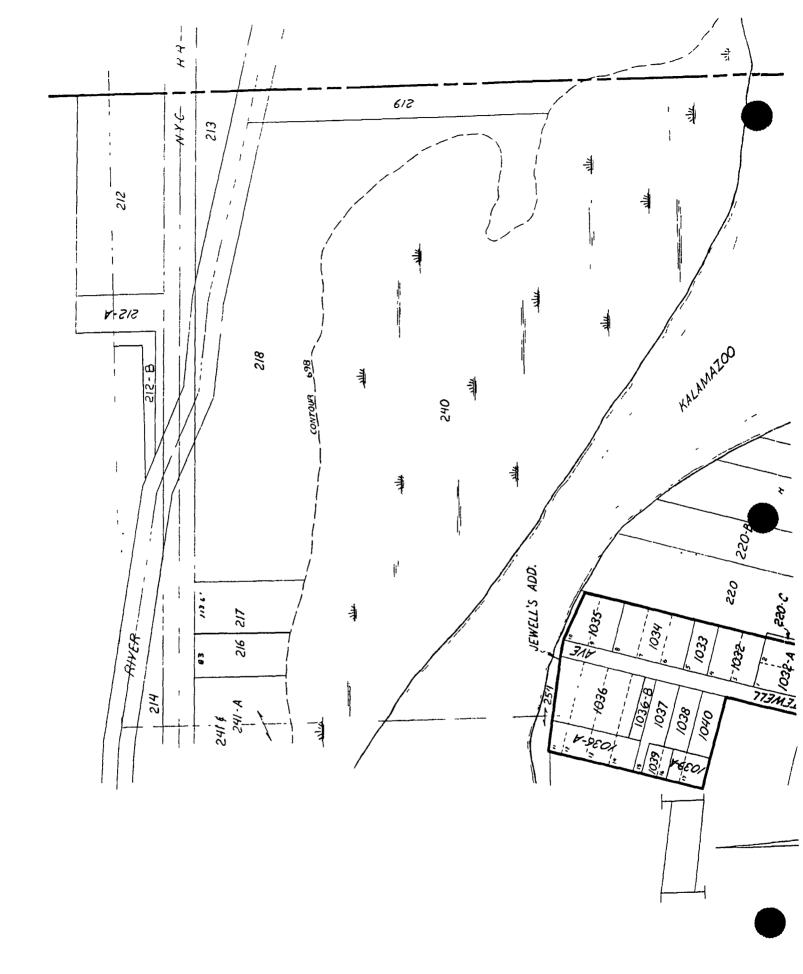
Commencing on the South line of New York Central Railway 295.1 feet East of the North and South 1/4 line; thence East along said Railway to River Street; thence Easterly along River Street to the East line of the West 1/2 of the Northeast 1/4; thence South to Contour Line 698 on the North bank of the Kalamazoo River; thence Westerly along the shore of said Kalamazoo River to a point due South of place of beginning, thence North to the place of beginning, excepting the East 66 feet, Section 23, Town 1 North, Range 12 West.

The East 66 feet of that part of the West 1/2 of the Northeast 1/4 lying North of Contour 698 and North of the bank of the Kalamazoo River and South of River Street, Section 23, Town 1 North, Range 12 West.

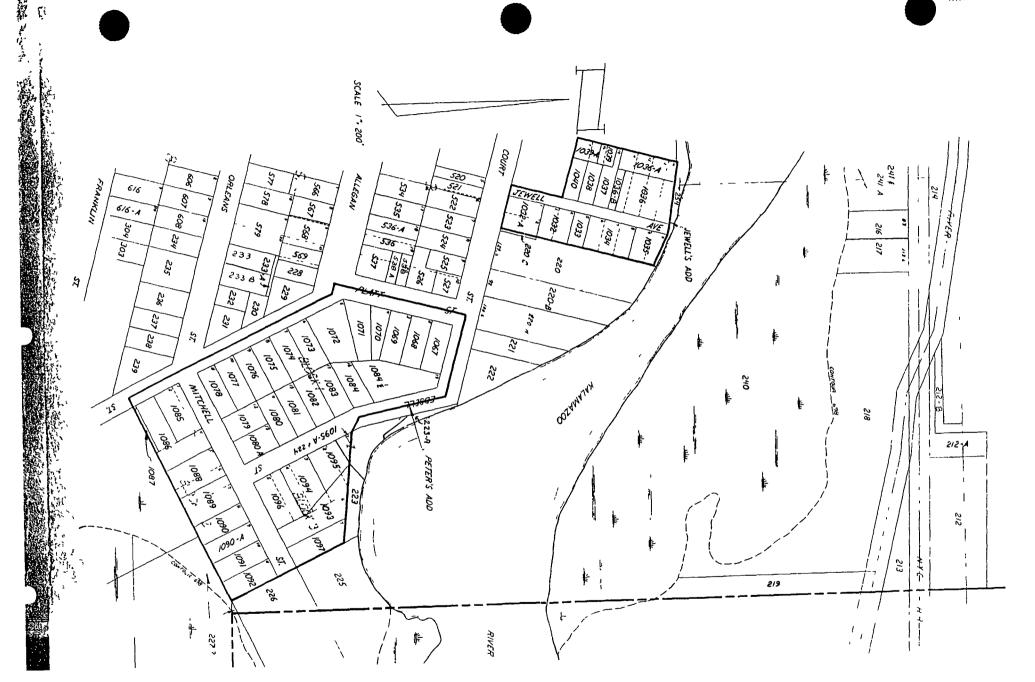
0354-05

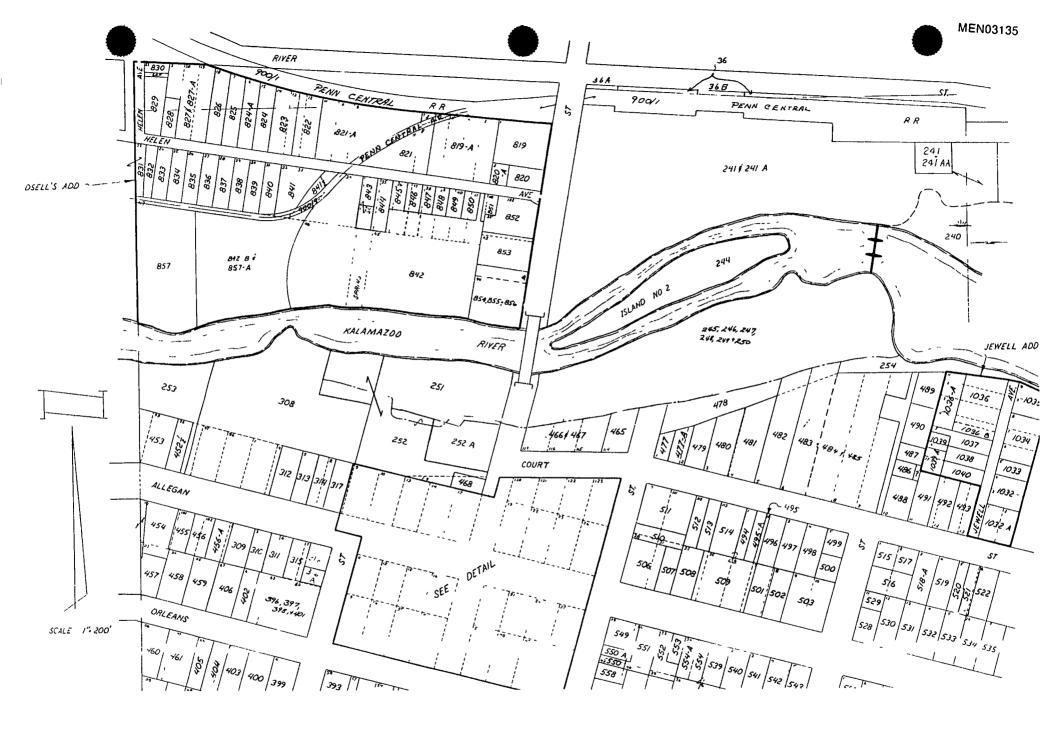
755 -34





MEN03135





The Smith property is rented for use

as a trailer parkin

Memo

PAPERBOARD DIVISION

MENASHA CORPORATION

TO:

Keith Kling

Dave Merkel

FROM:

Jenny Lang

DATE:

March 28, 1996

SUBJECT:

Asbestos - Property Inspection Results

The following properties are vacant and do not have buildings or structures within their boundaries.

• 110 Helen Avenue, Otsego

33 Fairview Street, Otsego

• 34 Fairview Street, Otsego

- 117 Fairview Street, Otsego
- 129 River Street, Otsego
- 301 N. Farmer Street, Otsego
- 417 N. Farmer Street, Otsego
- 427 N. Farmer Street. Otsego
- 437 N. Farmer Street, Otsego

These properties are all city lots surrounding the mill. They have never been assisted with mill processes,

The 16 St. property is a farm I mile South of otsego. It is not used for paper making processes

The following properties have buildings or structures within their boundaries.

• 405 N. Farmer Street, Otsego (pole barn - not insulated)

• 250 S. 16th Street, Otsego (leaf composting area - concrete & tin - not insulated)

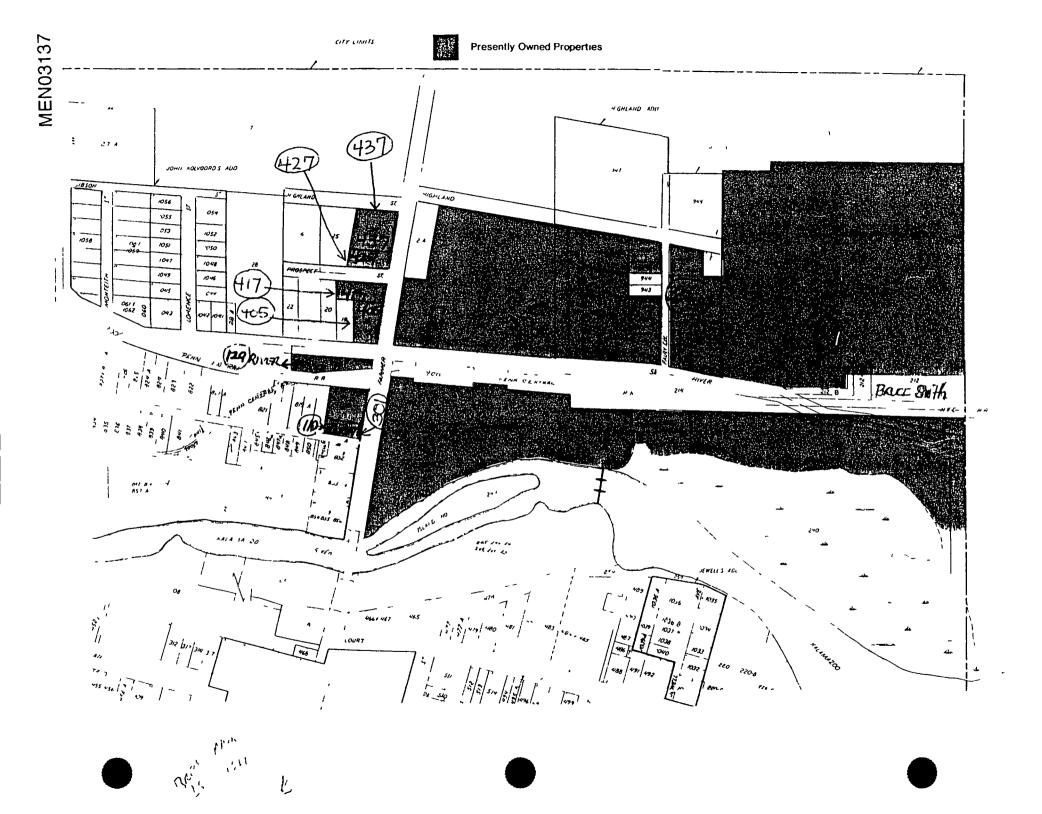
• Bruce Smith Properties. Otsego (three structures - concrete & tin - not insulated)

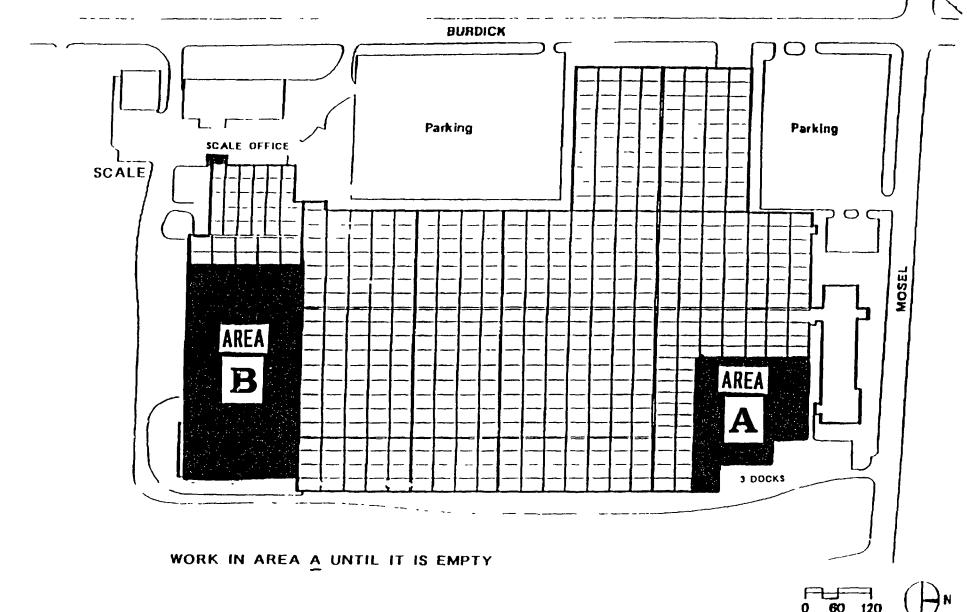
222 E. Mosel, Kalamazoo (Old Eaton Warehouse - pipe insulation in area A - area B not insulated)

The following properties have ACM (asbestos containing materials).

• 222 E. Mosel, Kalamazoo (area A - see attached map)

Menasha, along with other businesses, are renting space irside the building for storage of paper bales. There is no processing done at this site. The first date of use was Oct 31, 1994.







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CHIGAN

-- SERVING

RACT AND TITLE COMPANY

URTON A

ARRANTA DEED FOR CORPORATION -862

MENASHA CORPORATION The Grantor corporation, whose address is Wisconsin P.O. Box 367, Hwy. 41, Neenah, Wisconsin

conveys and warrants to MENASHA 1980 CORPORATION, a Wisconsin corporation

whose address is P.O. Box 367, Hwy. 41, Neenah, Wisconsin

the following described premises situated in the City Otsego , County of

and State of Michigan

Allegan

Joya a Edatte REGISTER OF DEEDS ALLEGAN COUNTY, MICH

1985 AUG 29 PH 2-21

(See Attached Legal Description)

THIS CONVEYANCE for no consideration, is made pursuant to corporate reorganization and is exempt from Michigan Transfer Tax.

for the sum of less than One Hundred Dollars (\$100.00) subject to easements and building and use restrictions of record and further subject to None

Dated as of the 25th day of March	.1981.
Signed in presence of	Signed
	MENASHA CORPORATION
*	(Name of Corporation)
	By Ol Sheboral isonation
*	Its President, D. C. Shepard
	The state of the s
WISCONSIN	By *
STATE OF MIKKNIKKNIK.)	Its Secretary, Mowry Smith,
COUNTY OF WINNEBAGO	
The foregoing instrument was acknowledged before me this	24th day of May
19 82 by D. C. Shepard	and Mowry Smith
(Name(s) of Officer(s))	ン パロヤレビバ ケング

President Menashà Corpor Secretary and. (Title(s) of Officer(s)) (Name of Corporation) Wisconsin (State of Incorporation)

Winnebago' Notary Public

MXXXXXX Wisconsin My commission expires August 28, 1983

County Treasurer's Certificate City Treasurer's Certificate

10099 Tax certification # 10099
obtained from Allegan County
Treasurer prior to recording

53202

(Street Address)

(City and State)

<u>Mılwaukee WI</u>

When Recorded Return To Send Subsequent Tax Bills To Jean Bock, c/o Quarles & (Name) Brady 780 N. Water St

Menasha 1980 Corporation P.O. Box 367, Hwy. 41 Neenah WI 54956

Drafted By Lawrence J. Jost

Business Address Quarles & Brady 780 N. Water St. Milwaukee WI 53202

_ Transfer Tax _

Tax Parcel = . Recarding Fee ___

All those certain pieces of parcels of land situated in Allegan County, Otsego Township, Township 1 North, Range 12 East, Section 14, City of Otsego, Michigan, known and described as follows:

PARCEL #1: Beginning at the intersection of the south line of River Street, 66 feet wide, and the east line of Farmer Street, 82.5 feet wide; Thence S 86° 30' E, along the south line of River Street, 100 feet to a point; Thence S 9° 14' W, parallel to Farmer Street, 13.36 feet, to a point; Thence N 86° 30' W, parallel to River Street, 100 feet to a point in the east line of Farmer Street; Thence N 9° 14' E, along the east line of Farmer Street, 13.36 feet to the point of beginning, and containing 0.031 acres, more or less.

PARCEL #2: Beginning at a point in the south line of River Street, 66 feet wide, said point lying S 86° 30' E, 355.70 feet from the intersection of the east line of Farmer Street, 82.5 feet wide, and the south line of River Street (66 feet wide); Thence S 86° 30' E 150 feet along the south line of River Street, to a point; Thence S 3° 43' 45" W, 13.30 feet to a point; Thence N 86° 30' W, parallel to the south line of River Street, 150 feet to a point; Thence N 3° 43' 45" E 13.30 feet to the point of beginning, and containing 0.046 acres, more or less.

PARCEL #3: Beginning at a point in the east line of Farmer Street,
said point lying S 9° 14' W, 65.60 feet from the intersection of the south line of River Street, 66 feet wide, and the east line of Farmer Street, 82.5 feet wide, said point of beginning also being 43.50 feet north, measured perpendicularly from the Kalamazoo, Allegan and Grand Rapids Railroad Company's main line as now exists; Thence S 86° 16' 15" E parallel to and 43.5 feet, measured at right angles from the center line of said main line, 100 feet to a point; Thence S 9° 14' W, parallel to Farmer Street, 18.59 feet to a point, said point being northerly 25 feet, measured at right angles from the center line of the said main line; Thence S 86° 16' 15" E, 262.10 feet, parallel to and 25 feet northerly of the center line of said main line, to a point; Thence N 3° 43' 45" E, 18.5 feet to a point; Thence S 86° 16' 15" E, 150 feet to a point; Thence S 3° 43' 45" W 18.5 feet, to a point, said point being 25 feet, measured at right angles to center line of said main line; Thence S 86° 16 15" E, 25.88, feet, parallel to and 25 feet northerly, measured at right angles to said main line; to a point; Thence, on a curve, concave to the north, whose radius is 7614.49 feet, chord bearing S 87° 14' 04" E, 256.11 feet, arc 256.12 feet, parallel to and 25 feet northerly from the center line of main line, to a point; Thence S 1° 48' 07" W, 83.0 feet to a point, said point being southerly, measured at right angles from the center line of said main line, 58.0 feet; Thence, on a curve concave to the north, radius 7697.49 feet, chord bearing N 87-14-04 W. 258.90 feet, arc 258.92 parallel to and southerly 58.0 feet from the center line of the said main line, to a point; Thence N 86° 16' 15" W, parallel to, and southerly 58.0 feet, measured at right angles from the said main line, 492.74 feet, to a point; Thence N 3° 43' 45" E, 3.0 feet to a point, said point being southerly 55.0 feet measured at right angles from the said main line; Thence, N 86° 16' 15" W, parallel to and southerly 55.0 feet, measured at right angles from said main line, 54.0 feet to a point in the easterly line of Farmer Street; Thence N 9° 14' E, along the easterly line of Farmer Street, 80.37 feet to the point of beginning, and containing 1.624 acres, more or less.

Containing a total area of 1.701 acres, more or less.

2-870-110-1281

20

The Current Delinquent ' -n War Not Available For Examination

MEN03141 LIBER 1095 PAGE 122 WARRANTY DEED FOR CORPORATION -862 MECORDED The Grantor MENASHA CORPORATION corporation, whose address is 7 Wisconsin P.O. Box 367, Hwy. 41, Neenah, Wisconsin conveys and warrants to MENASHA 1980 CORPORATION, a Wisconsin 1985 OCT 18 PH 1 26 ٦ whose address is P.O. Box 367, Hwy. 41, Neenah, Wisconsin Jayer a celatis the following described premises situated in the City .County of Allegan Otsego and State of Michigan (See attached legal description) The Current Delinquent Return Was Not Available For Examination THIS CONVEYANCE for no consideration, is made pursuant to corporate reorganization and is exempt from Michigan Transfer Tax. GAN SINCE for the sum of less than One Hundred Dollars (\$100.00) subject to easements and building and use restrictions of record and further subject to None AND TITLE COMPANY --- SERVING MI Datedas of the 25th day of March .1981. Signed Signed in presence of MENASHA CORPORATION '(Name of Corporation) WISCONSIN Secretà STATE OF MIKKERSON COUNTY OF WINNEBAGO May The foregoing instrument was acknowledged before me this -_ day of 19 82 , by D. C. Shepard (Name(s) of Officer(s)) Mowry Smith TON ABSTI President Secretary Menasha Corporation _, and . (Name of Corporation) -(Title(s) of Officer(s)) Wisconsin corporation, on behalf of the corporation (State of Incorporation) а Winnebago Notary Public, Wisconsin My commission expires Augus Fr28 County Treasurer's Certificate City Treasurer's Certificate 18.44.45 Tax certification # 1052 obtained from Allegan County Treasurer prior to recording When Recorded Return To Send Subsequent Tax Bills To Drafted By Menasha 1980 Corporation Lawrence J. Jost E. Jean Bock, c/o Quarles & P.O. Box 367, Hwy. 41 (Name) Brady Business Address Neenah WI 54956 780 N. Water St Quarles & Brady (Street Address) 780 N. Water St. Mılwaukee WI 53202 Milwaukee WI 53202 (City and State)

Commencing 462 feet south 86-1/2 degrees east of Farmer Street on the north line of River St.; thence North 9 degrees east 330 feet; thence north 86-1/2 legrees west 33 ft.; thence North 9 degrees east to Highland St.,; thence Easterly along said street to the Northwest corner of Lot 1 Highland Addition; thence South to a point 214.5 feet North of River St.; thence North 86-1/2 degrees West 99 ft.; thence South 49.5 feet; thence North 86-1/2 degrees West 66 ft.; thence South 165 ft. to River St.; thence Westerly to beginning, Section 14 TlN, R12W.

Commencing on the North side of River Street, 6 rods West of the Southwest corner of Lot 1, Highland Addition to the Village of Otsego, Michigan, and running northerly parallel with the West side of Highland Addition 10 rods, thence Westerly at right angles 4 rods, thence Southerly parallel with the East line to the North side of River Street, thence Easterly along the North side of River Street to starting point, Section 14, TlN, R12W. 1/4 acre of land, more or less.

Commencing at a point on the North line of River Street 16 rods East of the East line of Farmer Street on the Southeast 1/4 of the Southwest 1/4 of Section 14, Town 1 North, Range 12 West, thence Northerly 20 rods, thence East parallel with River Street 4 rods, thence South 20 rods to the North line of River Street, thence West on said line to place of beginning.

Commencing 330 feet South 79-1/2 degrees East of Farmer Street and on the South line of Highland Street, thence South 79-1/2 degrees East along Highland Street 99 feet, thence South 9 degrees West to a point 330 feet along said line from River Street, thence North 86-1/2 degrees West 99.7 feet, thence North 9 degrees East to Beginning, except the Northerly 115.5 feet, Section 14, Town 1 North, Range 12 West, .39 acres.

Commencing at the quarter post between Sections 14 and 23, Town 1 North, Range 12 West, running south on the quarter line to the north line of L. S. & M. S. RR: (now NYC RR), thence easterly along north line of said railroad about 14 rods to a point due south of the former west line of George Mason's land, formerly owned by Mary Baird, thence north to the south side of the highway known as River Street, thence westerly along the south side of River Street to the quarter section line first mentioned.

Commencing 148.5 feet south 86-1/2 degrees east of Farmer Street on the north line of River Street, thence South 86-1/2 degrees east 49-1/2 feet, thence north 9 degrees east 181.5 feet, thence north 86-1/2 degrees west 49-1/2 feet, thence south 9 degrees west 181.5 feet to the place of beginning, Section 14 TlN, Range 12 West.

The east 66 feet of that part of the West half of the Northeast quarter lying North of contour 698 and north of bank of Kalamazoo River and south of River Street, Section 23, Town 1 North, Range 12 West, City of Otsego.

Commencing at the northeast corner of lot Albert D. Carpenter's thence Easterly along L.S. and M.S. Railroad 6-7/8 rods, thence Southerly 14-1/2 rods to Kalamazoo River, thence Westerly along Kalamazoo River 6-7/8 rods, thence North parallel with said East line to L.S. and M.S. Railroad, place of beginning, Section 23, Town 1 North, Range 12 West. ***

Commencing on south line of NY Central Railway 295.1 feet east of north and south quarter line, thence east along said Railway to River Street, thence easterly along River Street to east line of west half of northeast quarter, thence south to contour line 698 on north bank of Kalamazoo River, thence westerly along shore of said Kalamazoo River to a point due south of place of beginning, thence north to place of beginning, excepting the east 66 feet, Section 23, Town 1 North, Range 12 West.

**And being premises now described on tax rolls as: The East 113.6 feet of West 295.1 feet of that part of the Northwest quarter of the Northeast quarter lying South of N.Y.C.R.R. and North of contour 698, Section 23, Town 1 North, Range 12 West.

WARRANTY DEED FOR CORPORATION -862 The Grantor MENASHA CORPORATION corporation whose address is Wisconsin P.O. Box 367, Hwy. 41, Neenah, Wisconsin conveys and warrants to MENASHA 1980 CORPORATION, a Wisconsin whose address is P.O. Box 367, Hwy. 41, Neenah, Wisconsin the following described premises situated in the Township County of Allegan of Otsego and State of Michigan

317

IIGAN SINCE

AND TITLE COMPANY -- SERVING N

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RTON ABS

(Street Address)

(City and State)

Mılwaukee WI

53202

Quarles & Brady , att

780 N. Water St.

Milwaukee WI 53202

Land bounded on the East by land formerly owned by George Eddy, South by highway, West by land formerly owned by J. W. Halstead, North by railroad formerly known as L.S. & M.S.R.R., being 3/4 acre more or less;

Also commencing at Northeast corner of land formerly owned by Grote at South line of railroad formerly known as L.S. & M.S.R.R., thence Easterly along South line of railroad 18 feet, thence Southerly to Southeast corner of said land formerly owned by Grote, being cetner of highway running Easterly from City of Otsego on North side of Kalamazoo River; thence Northerly on East line of formerly Grote land to place of beginning on North half of Northeast Quarter, both of the foregoing parcels of land being in Section 23, Town 1 North, Range 12 West. Said land described for tax purposes as: Commencing at the center of River Road at the East 1/8th line, thence South 74° East 209 feet, thence North 168 feet to South line of N.Y.C.R.R., thence West to East 1/8th line, thence South 122 feet to place of beginning.

for the sum of less than One Eundred Dollars (\$100.00) subject to easements and building and use restrictions of record and further subject to None THIS CONVEYANCE for no consideration, is made pursuant to corporate reorganization and is exempt from Michigan Transfer Tax.

Datedas of the 25th day of March		1981.		
Signed in presence of			Signed	
		MENASHA (CORPORATION '	
*		(Name of Corporat	ion), O GRA	NTOR
		ву <u>Де</u>	Subare	
*		. "	ent, D.,C. Shepard Y	
		lts_Presid	ent, b. ic. brepade ()	 ई
		Ву	2 Just :	
WISCONSIN ,		t Soorot	ary, Mowry Smith	' ''
STATE OF MIRNING.	ss	its Decres	AFV DWLY SILLOI	
COUNTY OF WINNEBAGO				
The foregoing instrument was acknowledged befo	re me this21	th day of	May	
19.82 by D. C. Shepai (Name(s) of Officer(s))	ra	and	Mowry Smith	
the President and	Secre		Menashar Corporatio	n
(Title(s) of Officer(s))	Wisco		(Name of Cosporation)	÷ =
	(State of Inco	rporation)	orporation of behalf of the corpor	tation
		Raelrun B	Peppling or	
		*		`
		Notary Public W	innebago . TA - Ye	ounty
		My commission expires	August 28, 1983	.
County Treasurer s Certificate		City Treasurer's Certification	ite	
Tax certification # 6750	!			
was obtained from the Allegan				
County Treasurers office prior				
to recording this document				
				ą.
When Recorded Return To		uent Tax Bills To	Drafted By	
E. Jean Bock, c/o Quarles &	Menasha 1	980 Corporation	Lawrence J. Jost	
(Name) Brady	Neenah WI	367, Hwy. 41	Business Address	
780 N. Water St.		2.550		

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WARRANTY DEED FOR CORPORATION -862

71

Bar of Vichigan Form)

P.O. Box 367, H corporation The Grantor MENASHA CORPORATION of Otsego and State of Michigan the following described premises situated in the whose address is P.O. Hwy. 41, MENASHA Box 367, Neenah, Wisconsin 1980 CORPORATION, Hwy. 41, County of Allegan なな Neenah, corporation, whose address is Wisconsin a Wisconsin

PECISTA OF DEEDS

A. Uran

Commencing 24 rods East of the intersection of the North line of River Street and the East line of Farmer Street in the City of Otsego, Michigan, thence North 20 rods, thence East parallel with River Street 4 rods, thence South 20 rods, thence West 4 rods to place of beginning. (Above being same premises described on tax roll as: City of Otsego, Commencing 396 feet South 86-1/2 degrees East of Farmer Street on North line of River Street, thence south 86-1/2 degrees East 66 feet, thence North 9 degrees East 330 feet, thence North 86-1/2 degrees West 66 feet, thence South 9 degrees East 330 feet to beginning, Section 14, Town 1 North, Range 12 West.)

THIS CONVEYANCE for no consideration, is made pursuant to reorganization and is exempt from Michigan Transfer Tax. THIS CONVEYANCE for

CT AND TITLE COMPANY --- SERVING M' **IGAN SINCE** STATE for the sum of less than One Hundred Dollars (\$100.00) subject to easements and building and use restrictions of record and further subject to Datedas of the 25th day of March Signed in presence of OF MAXXMODESIN (Name of .1981. Ву MENASHÀ CORPORATION Its President Secretary Corporation) None Signed Mowry Smith parel • ردو ر

The foregoing instrument was acknowledged before me this 1982 by D. C. Shepard COUNTY OF_ WINNEBAGO (Name(s) of Officer(s)) SS 24th and day of

County Treasurer's Certificate Wisconsin (State of Incorporation) City Treasurer's Certificate My commission expires corporation, on behalf of the corporation Winnebago August 28, Capple C. ΝO **1**963 ر۲

E. (Name) 780 N. When Recorded Return To Jean Tax certification #_ was obtained from the Allegan County Treasurers office prior to recording this document Water Bock Quarles & Brady Send Subsequent Tax Bills To Menasha 1980 Corporation P.O. Box 367, Hwy. 41 Neenah WI 54956

M1 lwaukee (City and State)

ΨH

Quarles & Brady 780 N. Water St. Milwaukee WI 53

Business Address

Drafted By

Lawrence

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Jost

(Street Address)

TON ABST

4,

(Title(s) of Officer(s))

and

Secretary

9

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Mowry Smith Menasha Corporation corporate Dur. 16 THE STATE OF GRANTOR :

LIBER 1	019	PACE 108	
_,,,,			

CIDEKTOTO PACETOO
WARRANTY DEED FOR CORPORATION -862 (State Bar of Michigan Form)
The Grantor MENASHA CORPORATION a Wisconsin corporation, whose address is
P.O. Box 367, Hwy. 41, Neenah, Wisconsin conveys and warrants to MENASHA 1980 CORPORATION, a Wisconsin corporation
whose address is P.O. Box 367, Hwy. 41, Neenah, Wisconsin
the following described premises situated in the Township of Otsego . County of Allegan and State of Michigan

AUG 5 12 42 PH 18?

FEGISTER OF DEEDS
ALIFFON COUNTY MICH

r: Conult

MEN03145

Commencing on the West line of the East one-half of the northeast fractional one quarter of Section 23, Town 1 North, Range 12 West at a point 17 rods and 17 links south of the North line of the said Section; thence South 73-1/2 degrees East a distance of 267 feet to a fence, thence South 888 feet to Kalamazoo River; thence Northwesterly along the said river to a point in the West line of the said East one-half of the Northeast one-quarter; thence North 696 feet to the place of beginning.

.1981.

Subject to conditions, restrictions, limitations and easements of record.

THIS CONVEYANCE for no consideration, is made pursuant to corporate reorganization and is exempt from Michigan Transfer Tax.

for the sum of less than One Hundred Dollars (\$100.00) subject to easements and building and use restrictions of record and further subject to None

× 2769	MENASHA CORPORATION . (Name of Corporation) A FRAHTOR
Tax certification # 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	By De Sul hord
County Treasurers office prior to recording this document	lts President, D. C. Spepard
WISCONSIN	By
STATE OF MAKKINGXXX.)	Its Secretary, Mowry Smith
COUNTY OF WINNEBAGO SS	•
The foregoing instrument was acknowledged before me this 2 19 82 , by D. C. Shepard (Name(s) of Officer(s))	4th day of May and Mowry Smith
the President and Secr (Title(s) of Officer(s))	etary of Menasha Corporation (Name of Corporation)
a Wisc (State of Inco	onsin corporation, on Bhalf of the corporation
	Notary Public, Winnepago ATE County, Makagan Wisconsin
County Treasurer's Certificate	My commission expires August 28, 1983 City Treasurer's Certificate

When	Recorded	Return	To

(City and State)

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3AN SINCE

-- SERVING MIC"

T AND TITLE COMPANY

TON ABSTR

E. Jean Bock, c/o	Quarles &
(Name)	Brady
780 N. Water St.	•
(Street Address)	
Milwaukee WI 5320)2

Datedas of the 25th day of March

Signed in presence of

Send Subsequent Tax Bills To Menasha 1980 Corporation P.O. Box 367, Hwy. 41 Neenah WI 54956

Drafted By
Lawrence J. Jost

Signed

Business Address Quarles & Brady 780 N. Water St. Milwaukee WI 53202

The Grantor MENASHA CORPORATION corporation, whose address is Wisconsin P.O. Box 367, Hwy. 41, Neenah, Wisconsin conveys and warrants to MENASHA 1980 CORPORATION, a Wisconsin corporation whose address is P.O. Box 367, Hwy. 41, Neenah, Wisconsin

the following described premises situated in the City County of Allegan Otsego

and State of Michigan

24

SINC

..CHIGAN

-- SERVING

AND TITLE COMPANY

ACT

JURTON ABS

When Recorded Return To

780 N. Water St

(Name)

(Street Address)

(City and State) Tax Parcel #

Mılwaukee WI

E. Jean Bock, c/o Quarles &

53202

Brady

Jayan a Witarrer -REGISTER OF DEEDS ALLEGAN COUNTY MIGH

Aug 5 12 42 P4 182

Beginning on a point on the South line of Section 14 TIN, R12W 470.12 feet East of the South quarter post, thence North 337.41 feet to a point 852.98 feet West of the North and South 8th line of the Southeast quarter of said Section, thence East 470.00 feet, thence South 231.81 feet, thence West 150.00 feet, thence South 105.6 feet to the Section line, thence West 320.00 feet to the place of beginning.

THIS CONVEYANCE for no consideration, is made pursuant to corporate reorganization and is exempt from Michigan Transfer Tax.

for the sum of less than One Hundred Dollars (\$100.00) subject to easements and building and use restrictions of record and further subject to None

Dated as of the 25thday of March Signed in presence of	. 1981 Signed
Tax certification #2/62 was obtained from the Allegan County Treasurers office prior to recording this document	MENASHA CORPORATION (Name of Corporation) By OC All Corporation Its President 2D. C. Shepard
The foregoing matterness was acknowledged detote me tima	Its Secretary, Mowry Saleh
(Title(s) of Officer(s))	menasha Corporation (Name of Corporation) onsin corporation, on behalf of the corporation proporation Rossin
	Notary Public, Winnebado County, My commission expires August 28, 1983
County Treasure: s Certificate	City Treasurer's Certificate

Send Subsequent Tax Bills To

Neenah WI 54956

Recording Fee .

Menasha 1980 Corporation

P.O. Box 367, Hwy. 41

Drafted By

Transfer Tax

Business Address

Lawrence J. Jost

Quarles & Brady

780 N. Water St.

Milwaukee WI 53202

بات • د

and State of Michigan

MICHIGAN SINCE, 1888

- SERVING

PIJRTON ABST ACT AND TITLE COMPANY

* TYPE OR PRINT NAMES UNDER SIGNATURES

The Grantor MENASHA CORPORATION corporation, whose address is Wisconsin P.O. Box 367, Hwy. 41, Neenah, Wisconsin conveys and warrants to MENASHA 1980 CORPORATION, a Wisconsin corporation whose address is P.O. Box 367, Hwy. 41, Neenah, Wisconsin the following described premises situated in the City or Ostego , County of Allegan

Aug 5 12-42 PM '87 Joya a Wisch! PEC STER OF DELOS

Beginning at a point on the South line of Section 14, TIN, R12W 470.12 feet East of the South quarter post of said Section, thence East on said Section line 320.00 feet, thence South and parallel to the North South 8th line of the Southeast quarter of said Section 54.29 feet, thence West parallel to said Section line 320.00 feet, thence North 54.29 feet to place of beginning.

THIS CONVEYANCE for no consideration, is made pursuant to corporate reorganization and is exempt from Michigan Transfer Tax.

for the sum of less than One Hundred Dollars (\$100.00) subject to easements and building and use restrictions of record and further subject to NONE

Datedas of the 25th day of March Signed in presence of		· ¹⁹ 81.	Signed	ય
* Tax certification #_276/ was obtained from the Allegan County Treasurers office prior to recording this document WISCONSIN STATE OF NECESIARY COUNTY OF WINNEBAGO The foregoing instrument was acknowledged before 19 82 by D. C. Shepard	e me this	day or	Ahlpardinent, D. C. Sha	GRANTOR
(Name(s) of Officer(s))		and	<u>:</u> 4	 ,
the President and (Title(s) of Officer(s)) a County Treasure: s Certificate		onsinc	Augus E. 20: 196)
When Recorded Return To C. Jean Bock, c/o Quarles & (Name) (80 N. Water St. (Street Address) (Street Address) (Citv and State)	Menasha :	uent Tax Bills To 1980 Corporation 367, Hwy. 41 I 54956	Drafted By Lawrence J. J Business Address Quarles & Brad 780 N. Water S Milwaukee WI	y Et.
Tax Parcel =	Recording F	Fce	_ Transfer Tax	

County of Allegan

Commencing on the North line of the highway now East River Street at the SW corner of Lot 1, Highland Addition to the Village

Also, commencing 165 feet North of the SW corner of Lot 1, Highland Addition, thence North 49-1/2 feet, thence North 86-1/2 degrees West 99 feet, thence South 49-1/2 feet, thence South 86-1/2 degrees East to

of Otsego, Michigan, thence N'ly along the West side of Lot 1, 10 rods, thence W'ly at right angles and parallel with River Street 6 rods, thence S'ly parallel with the East line 10 rods to the North side of River St.,

the following described premises situated in the City

P.O. Box 367, Hwy. 41, Neenah, Wisconsin

thence E'ly 6 rods to place of beginning.

conveys and warrants to MENASHA 1980 CORPORATION, a Wisconsin

whose address is P.O. Box 367, Hwy. 41, Neenah, Wisconsin

Wisconsin

of Otsego

SINCE

SERVING M' HIGAN

!

AND TITLE COMPANY

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RTON ABST

County Treasurer's Certificate

When Recorded Return To

780 N. Water St.

(Name)

(Street Address)

(City and State) Tay Parcel -

Mılwaukee WI

E. Jean Bock, c/o Quarles &

53202

Brady

٠,-

and State of Michigan

corporation, whose address is

City Treasurer's Certificate

Drafted By

T-----

Business Address

Quarles & Brady

780 N. Water St. 5

Milwaukee WI 53202

Lawrence J. Jost

Send Subsequent Tax Bills To

Neenah WI 54956

P.O. Box 367, Hwy. 41

Menasha 1980 Corporation

beginning, Section 14, TIN, R12W, containing .11 acre. THIS CONVEYANCE for no consideration, is made pursuant to corporate reorganization and is exempt from Michigan Transfer Tax. for the sum of less than One Hundred Dollars (\$100.00) subject to easements and building and use restrictions of record and further subject to None .1981. Dated as of the 25th day of March Signed in presence of Tax certification # 2760 MENASHA CORPORATION was obtained from the Allegan County Treasurers office prior to recording this document President WISCONSIN STATE OF MIRRIED SANCE I COUNTY OF WINNEBAGO The foregoing instrument was acknowledged before me this ____24th_ Mav ___ day of ___ , by D. C (Name(s) of Officer(s)) D. C. Shepard Mowry Smith __ and ___ President or Menasha Corporation __ and ____ Secretary (Title(s) of Officer(s)) (Name of Corporation) Wisconsin corporation, on behalf of the corporation (State of Incorporation) Notary Public, MCCOOK Wisconsin My commission expires

relu-u:

Aug 5 12 42 PM '82 Same a Wisself :

PEGISTER OF DEFOS ALLECAN COUNTY MICH

Signed

USING BURION HILL INSURANCE

: c

County.

MEN03149

corporation, whose address is P.O. Box 367, Hwy. 41, Neenah, Wisconsin conveys and warrants to MENASHA 1980 CORPORATION, a Wisconsin whose address is P.O. Box 367, Hwy. 41, Neenah, Wisconsin

Jugar a Wistle:

Aug 5 12 42 P4 182

PECISTER OF DEEDS

the following described premises situated in the City County of Allegan of Otsean

and State of Michigan

corporation

Wisconsin

Commencing at the Northeast corner of Farmer and River Streets, thence Northerly on the East side of Farmer Street, ll rods, thence Easterly parallel with River Street 3 rods, thence Southerly parallel with Farmer Street 11 rods, thence Westerly along the North side of River Street 3 rods to place of beginning, being on Section 14, Town 1 North Range 12 West;

Also all that certain piece of parcel of land described as follows, to-wit: -

Commencing 49-1/2 feet south 86-1/2 degrees East of Farmer Street on North line of River Street, thence south 86-1/2 degrees East 99 feet, thence North 9 degrees East 181-1/2 feet, thence North 86-1/2 degrees West 99 feet, thence

(See continuation on reverse side)

for the sum of less than One Hundred Dollars (\$100.00) subject to easements and building and use restrictions of record and further subject to NONE THIS CONVEYANCE for no consideration, is made pursuant to corporate reorganization and is exempt from Michigan Transfer Tax. Dated as of the 25th day of March

Signed in presence of

Signed

Tax certification #
was obtained from the Allegan
County Treasurers office prior
to recording this document

(Name of Corporation)	Λ
B. O.P. She	Doù
b) * /	7 36

MENASHA CORPORATION

Secret

WISCONSIN

COUNTY OF WINNEBAGO	SS
The foregoing instrument was acknowledged bef	ore r

The foregoing instrument was ackn	owledged before me this -	day of .	Mav		<u> </u>	
982 by D.		and	Mowry	Smith	7£	
(Name(s) of Office	er(s))					

President Secretary __ and ___ (Title(s) of Officer(s)) Wisconsin of Menasha Corporation (Name of Corporation), . . . ,

(State of Incorporation)

corporation on behalf of the or poration

Notary Public, MISCONSIN My commission expires

Winnebago 2

August 22

County,

...GRANTOR

4

County Treasurer's Certificate

City Treasurer's Certificate

When Recorded Return To

E. Jean Bock, c/o Quarles & (Name) Brady

780 N. Water St. (Street Address)

Mılwaukee WI 53202 (City and State)

Send Subsequent Tax Bills To Menasha 1980 Corporation P.O. Box 367, Hwy. 41 Neenah WI 54956

Drafted By Lawrence J. Jost

Business Address Quarles & Brady 780 N. Water St. Milwaukee WI 53202

Transfer Tav

Tax Parcel =_ Recording Fee ____

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CHIGAN SIN

AND TITLE COMPANY -- SERVING

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WARRANTY DEED FOR CORPORATION -862	FIREK TATA " PA	vietnem form)	MEN0315
The Grantor MENASHA CORPORATION		oration, whose address	
P.O. Box 367, Hwy. 41, Neen conveys and warrants to MENASHA 1980	ah, Wiscons	in	
corporation whose address is P.O. Box 367, Hwy	. 41, Neena	h, Wisconsin	Joya a Watte
the following described premises situated in the	City	_	RECISTER OF DEEDS
of Otsego .C and State of Michigan	ounty of Allega	11	ALLECAN GOUNTY MICH
Township One North, Range 12 W feet South 79-1/2 degrees East thence South 79-1/2 degrees Eawest 115.5 feet; thence North East 115.5 feet to beginning. THIS CONVEYANCE for no cons	from Farmer ast along High 79-1/2 degree Containing .	Street on South land 99 feet, t s West 99 feet, 26 of an acre.	line of Highland Street, hence South 9 degrees thence North 9 degrees
reorganization and is exemp			
			•
			•
for the sum of less than One Hund	red Dollare	(\$100.00)	
subject to easements and building and use restrict			e
Subject to easements and outland and as termina			<u> </u>
D. Jos of the 25th day of March		. 1981	•
Datedas of the 25th day of March Signed in presence of		. 1901	Signed 🔭
Signed in presente of		MENTA CITA	ŕ
* Tax certification #_275/	-	(Name of Corporate	CORPORATION GRANTOR
was obtained from the Allegan County Treasurers office prior		ву Д.С.	She has it?
* to recording this document		*	Children Children
		Its Presid	ent, D. C. Shepard
		Ву	0368
WISCONSIN		* Secret	ary, Mowry Smithy & William
STATE OF MINERAL)	SS	Its Secret	ary, rowry smrthy 3 0
COUNTY OF WINNEBAGO	55		·
The foregoing instrument was acknowledged before			1ay
19 82 by D. C. Shepare (Name(s) of Officer(s))	<u>d</u>	_ and	Mowry Smith
the President and	Secreta	ary of	Menasha Corporation
(Title(s) of Officer(s))	Wiscons		(Name of Corporation)
	(State of Incorpo		orporation, on behalf of the corporation
	-	Kaebur	B Jappley -
		lotary Public. DEXIDEN Wisconsin	Winnebago County
		ly commission expires	Augus £28 -1983
County Treasurer's Certificate	C	ity Treasurer's Certifica	Min STATE
When Recorded Return To	Send Subsequen		Drafted By
E. Jean Bock, c/o Quarles &		0 Corporation	Lawrence J. Jost
(Name) Brady	P.O. Box 36 Neenah WI		Business Address
780 N. Water St. (Street Address)	-		Quarles & Brady
Milwaukee WI 53202			780 N. Water St.
(City and State)			Milwaukee WI 53202

MAKE YOUR REAL ESTATE TRANSFERS SAFE BY USING BURTON THEE INSURANCE

MEN03151

MENASHA CORPORATION The Grantor Wisconsin

P.O. Box 367, Hwy. 41, Neenah, Wisconsin MENASHA 1980 CORPORATION, a Wisconsin conveys and warrants to corporation

whose address is P.O. Box 367, Hwy. 41, Neenah, Wisconsin

the following described premises situated in the City County of Allegan of Otsego

and State of Michigan

Aug 5 12 42 Pu '87 Jugar a ational

RECISTER OF DELDS

Commencing at a point 16 rods North of the intersection of Farmer and River Streets, thence running North on the East side of Farmer Street to Highland Ave., thence East along the South side of Highland Avenue 20 rods, thence South parallel with Farmer Street to a point 20 rods North of the North line of River Street, thence West parallel with River Street 8 rods, thence South parallel with Farmer Street to a point 14 rods North of the North line of River Street, thence West parallel with River Street to place of beginning, excepting parcel therefrom heretofore sold described as: Commencing 16 rods North of the intersection of Farmer Street and River Street on the SW 1/4 of Sec. 14, TIN, R1ZW, thence North on the East side of Farmer Street, 66 feet, thence East ppl. with River Street 198 feet, thence South 66 feet ppl. with Farmer Street, thence West to beginning, and also excepting and reserving to first party herein the West 100 feet, of premises above described.

THIS CONVEYANCE for no consideration, is made pursuant to corporate reorganization and is exempt from Michigan Transfer Tax.

for the sum of less than One Hundred Dollars (\$100.00).

subject to easements and building and use restrictions of record and further subject to None

	·-
Datedas of the 25th day of March	. 1981.
Signed in presence of	Signed
Digited in province of	TO A
	MENASHA CORPORATION
Tax certification # 2/38	(Name of Corporation)
was obtained from the Allegan	By D.C. Shehores, S'=
County Treesurers office prior	3) * 127 127
to recording this document	lis President, D. C. Shepard
	Ву
WISCONSIN	* ()
C XXXXXXXXXXXX TO TATE	Its Secretary, Mowry Smith
ss	
OUNTY OF WINNEBAGO	
he foregoing instrument was acknowledged before me this	
	and Mowry Smith
(Name(s) of Officer(s))	
he President and Se	ecretary of Menasha Corporation
(Title(s) of Officer(s))	(Name of Corporation)
	SCONSIN corporation, on behalf of the corporation of Incorporation)
State	
	- Jackress D. Meppies ?
	Notary Public Winnerago
	Notary Public, Winnepago 2 / County,
	My commission expires August 28, 3983
County Treasurer's Certificate	City Treasurer's Certificate
, , , , , , , , , , , , , , , , , , ,	only areasurer a certificate

When Recorded Return To

E. Jean Bock, c/o Quarles & (Name) Brady

780 N. Water St.

(Street Address)

-- SERVING M' THIGAN SINCF

AND TITLE COMPANY

101

RTON ABST

Mılwaukee WI 53202 (City and State)

Send Subsequent Tax Bills To Menasha 1980 Corporation P.O. Box 367, Hwy. 41 Neenah WI 54956

Drafted By Lawrence J. Jost

Business Address Quarles & Brady 780 N. Water St. Milwaukee WI 53202

Tau Darral #

Record na Foo

Transfer Tax

	LIBER 1019 PACE 116
ANTY DEED FOR CORPORATION -862	(State Bar of Michigan Form

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SINCE

MICHIGAN

- SERVING

COMPANY

AND TITLE

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RTON ABST

The Grantor MENASHA CORPORATION corporation, whose address is Wisconsin P.O. Box 367, Hwy. 41, Neenah, Wisconsin conveys and warrants to MENASHA 1980 CORPORATION, a Wisconsin

P.O. Box 367, Hwy. 41, Neenah, Wisconsin

the following described premises situated in the 'City of , County of Allegan Otsego and State of Michigan

MEN03152 KEUUNUEL

Aug 5 12 42 PM '82 a Watur

REGISTER OF DEEDS ALLEGAN COUNTY, HIGH.

Commencing 11 rods North of the Northeast corner of Farmer and River Streets on the East side of Farmer Street, thence Easterly parallel with River Street 12 rods, thence Northerly 3 rods, thence Westerly 12 rods, thence Southerly along the East side of Farmer Street 3 rods to place of beginning; Also a parcel described as:

Commencing 16 rods North of the intersection of Farmer Street and River Street on the Southwest 1/4 of Section 14, Township 1 North, Range 12 West, thence North on the East side of Farmer Street 66 feet, thence East parallel with River Street 198 feet, thence South 66 feet parallel with Farmer Street, thence West to Beginning.

THIS CONVEYANCE for no consideration, is made pursuant to corporate reorganization and is exempt from Michigan Transfer Tax.

for the sum of less than One Hundred Dollars (\$100.00) subject to easements and building and use restrictions of record and further subject to None

Dated as of	the	25th day of	March
Sigi	ned in	presence of	

. 19 81.

Signed

	Tax certification # 2 756
_	was obtained from the Allegan
	County Treasurers office prior
	to recording this document

(Name of Corporation	Leo ha	168	CRAN
Is Preside	ent, B. C.	Shepar	
By Sy	of ne	300	
* Secret	ary, Mowry	Smith.	7/1 55

MENASHA CORPORATION

STATE	\mathbf{OF}	XXXXXXXXXXXXXX)
			?

OUNTY OF WINNEBAGO	

The foregoing instrument was acknowledged before me this _	24th day of	May
The foregoing instrument was acknowledged before me this 1982, by	and	Mowry Smith
(Name(s) of Officer(s))		

the President (Title(s) of Officer(s))	Menasha Corporation (Name of Corporation)

Wisconsin

corporation, on behalf of the corporation (State of Incorporation)

Notary Public,

Ooynty, Winnebado

My commission expires Augus

County Treasurer's Certificate

City Treasurer's Certificate

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When Recorded Return To

E. Jean Bock, c/o Quarles & (Name) Brady

780 N. Water St. (Street Address)

Mılwaukee WI 53202 (City and State)

Send Subsequent Tax Bills To Menasha 1980 Corporation P.O. Box 367, Hwy. 41 Neenah WI 54956

Lawrence J. Jost

Business Address Quarles & Brady 780 N. Water St. Milwaukee WI 53202

Recording Fre

Transfer Tax _

(State Bar of Michigan Form)

MEN03153 MEGUMUEL

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I WANDL PKO OMI P

DOMINION TITES

The Grantor MENASHA CORPORATION Wisconsin corporation, whose address is P.O. Box 367, Hwy. 41, Neenah, Wisconsin conveys and warrants to MENASHA 1980 CORPORATION, a Wisconsin corporation whose address is P.O. Box 367, Hwy. 41, Neenah, Wisconsin

for the sum of less than One Hundred Dollars (\$100.00)

Aug 5 12 42 PM '82

Jaya a Warle!

REGISTER OF DEEDS ALLEGAN COUNTY, MICH

the following described premises situated in the City . County of Allegan Otsego and State of Michigan

Commencing 330 feet south 86-1/2 degrees east of Farmer Street, on the north line of River Street, thence south 86-1/2 degrees east 66 feet, thence north 9 degrees east 330 feet, thence north 86-1/2 degrees west 66 feet, thence south 9degrees west 330 feet to beginning, Section 14, Town 1 North, Range 12 West.

THIS CONVEYANCE for no consideration, is made pursuant to corporate reorganization and is exempt from Michigan Transfer Tax.

Tax certification #2755 was obtained from the Allegan County Treasurers office prior to recording this document

subject to easements and building and use rest	trictions of record and further subject to NONE
Datedas of the 25th day of March Signed in presence of	. 1981 Signed Signed MENASHA CORPORATION SHOW CO. C.
•	(Name of Corporation) By O-L Shupanes
	Its President, D. C. Shapard
WISCONSIN STATE OF XXXXXX	Its Secretary, Mowry Smith 3.
COUNTY OF <u>WINNEBAGO</u> The foregoing instrument was acknowledged by	
(Name(s) of Officer(s))	epard and Mowry Smith
the President a (Title(s) of Officer(s))	(Name of Corporation PPLE)
	(State of Incorporation) (State of Incorporation) (State of Incorporation)
	Notary Public. Winnebago County

County	Treasurer's	Certificate

My commission expires City Treasurer's Certificate

When Recorded Return To

(City and State)

E. Jean Bock, c/o Quarles & (Name) Brady 780 N. Water St (Street Address) Milwaukee WI 53202

Send Subsequent Tax Bills To Menasha 1980 Corporation P.O. Box 367, Hwy. 41 Neenah WI 54956

Drafted By Lawrence J. Jost

August 28%, Bate OF

Business Address Quarles & Brady 780 N. Water St. Milwaukee WI 53202

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corporation, whose address is

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Aug 5 12 42 PM '82

Jaya a Wista! REGISTER OF DEFOS

ALLEGAN COUNTY MICH

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STATE County.

MINSTATE W

Shepard

the following described premises situated in the City . County of Allegan and State of Michigan

P.O. Box 367, Hwy. 41, Neenah, Wisconsin

conveys and warrants to MENASHA 1980 CORPORATION, a Wisconsin

whose address is P.O. Box 367, Hwy. 41, Neenah, Wisconsin

Lot Number One Highland Addition to the Village, now City, of Otsego.

Lot Number 2 of Highland Addition being in Section 14 Town 1 North, Range 12 West, according to the plat thereof recorded in Liber 3 of Plats at page 24 in the Office of Register of Deeds for Allegan County, Michigan.

Lot #3 of Highland Addition to the Village (now city) of Otsego, according to the plat thereof recorded in Liber 3 of Plats on page 24 in the Office of the Register of Deeds for Allegan County, Michigan.

Lots #4, 5 and 6 of Highland Addition to the Village (now City) of Otsego, reserving a strip of land 60 feet wide off the North end of lots above mentioned, according to the plat thereof recorded in Liber 3 of Plats on page 24 in the Office of the Register of Deeds for Allegan County, Michigan.

(See continuation of legal description on reverse) for the sum of less than One Hundred Dollars (\$100.00)

subject to easements and building and use restrictions of record and further subject to None THIS CONVEYANCE for no consideration, is made pursuant to corporate reorganization and is exempt from Michigan Transfer Tax.

Dated as of the 25thday of March

Signed in presence of

Signed

MENASHA CORPORATION Tax certification # was obtained from the Allegan County Treasurers office prior to recording this document

its Secre Smith

WISCONSIN STATE OF MIENNIEWAY

WINNEBAGO COUNTY OF_

24th day of _ The foregoing instrument was acknowledged before me this _ Mav D. C. Shepard Mowry Smith and

19.82 , by (Name(s) of Officer(s))

President Secretary or Menasha _ and __ (Name of Corporation) (Title(s) of Officer(s))

Wisconsin

(State of Incorporation)

Notary Public, Winnebago MARGAR Wisconsin

My commission expires

August 28, 1983

corporation, on belial of

County Treasurer's Certificate

City Treasurer's Certificate

When Recorded Return To

E. Jean Bock, c/o Quarles & (Name) Brady

780 N. Water St.

(Street Address) Mılwaukee WI 53202 P.O. Box 367, Hwy. 41 Neenah WI 54956

Lawrence J. Jost

Business Address Quarles & Brady 780 N. Water St. Milwaukee WI 53202

Send Subsequent Tax Bills To Menasha 1980 Corporation

Transfer Tav

(City and State)

Dagged -- For

When Recorded Return To

780 N. Water St.

(Name)

(Street Address)

(City and State)

Mılwaukee WI

Jean Bock, c/o Quarles &

Brady

)

Wisconsin corporation, whose address is P.O. Box 367, Hwy. 41, Neenah, Wisconsin conveys and warrants to MENASHA 1980 CORPORATION, a Wisconsin corporation whose address is P.O. Box 367, Hwy. 41, Neenah, Wisconsin the following described premises situated in the CITY . County of Allegan Otsego and State of Michigan

Commencing at a point on the North line of River Street 12 rods East of the East line of Farmer Street on the Southeast 1/4 of the Southwest 1/4, Section 14, Town 1 North, Range 12 West, thence Northerly 20 rods, thence East parallel with River Street 4 rods, thence South 20 rods to the North line of River Street, West 4 rods to the place of beginning, being in the Township of Otsego, County of Allegan, State of Michigan.

	_ ₹
THIS CONVEYANCE for no consideration, is made pursuant to corporate reorganization and is exempt from Michigan Transfer Tax.	MAKE YOU
for the sum of less than One Hundred Dollars (\$100.00) subject to easements and building and use restrictions of record and further subject to None Datedas of the 25th day of March Signed in presence of Signed	YOUR REAL ESTATE TRANSFERS
MENASHA CORPORATION	SF
Tax certification #2766 * Was obtained from the Allegan County Treasurers office prior to recording this document (Name of Corporation) By O.L. Shippard Its President, D. C. Shepard By	ERS SAFE BILLS
STATE OF NEWNERAYS.) SOUNTY OF WINNEBAGO The foregoing instrument was acknowledged before me this 24th day of May	ž Š
19.82 by D. C. Shepard and Mowry Smith	ž
The President and Secretary of Menasha Corporation (Name of Corporation) a Wisconsin corporation of behalf of the corporation (State of Incorporation) Notary Public, Notary Public, Notary Public N	BURTON TITLE INSURANCE
County Treasurer's Certificate City Treasurer's Certificate	

Send Subsequent Tax Bills To Menasha 1980 Corporation

Neenah WI 54956

P.O. Box 367, Hwy. 41

Lawrence J. Jost

Quarles & Brady

780 N. Water St.

Milwaukee WI 53202

Business Address

SINCE MICHIGAN - SERVING TITLE COMPANY AND ABSTR

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WARRANTY DEED FOR CORPORATION -862

The Grantor MENASHA CORPORATION corporation, whose address is Wisconsin .O. Box 367, Hwy. 41, Neenah, Wisconsin conveys and warrants to MENASHA 1980 CORPORATION, a Wisconsin

corporation whose address is P.O. Box 367, Hwy. 41, Neenah, Wisconsin

the following described premises situated in the City Otsego . County of Allegan

and State of Michigan

ALLEGAN COUNTY HICH

Beginning at a point on the south line of Section 14, Town 1 North, Range 12 West 470.12 feet East of the South 1/4 post of said Section, thence East on the Section line 348.85 feet, thence South and parallel to the North and South 1/8 line of the Southeast 1/4 of said Section 89.4 feet, thence West parallel and 16.5 feet North of the North line of the N.Y.C. Railroad right of way 243.94 feet to the North line of River Street, thence Westerly on the North Line of River Street 108.27 feet, thence North 54.29 feet to the place of beginning.

THIS CONVEYANCE for no consideration, is made pursuant to corporate reorganization and is exempt from Michigan Transfer Tax.

for the sum of less than One Hundred Dollars (\$100.00) subject to easements and building and use restrictions of record and further subject to NONE

Signed in presence of

Datedas of the 25th day of March

Tax certification # was obtained from the Allegan County Treasurers office prior to recording this document

STATE	OF	WISCONSIN XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
12 1 27 1 21	OT.	TVUVIOTYTUTY

COUNTY OF ... WINNEBAGO

The foregoing instrument was acknowledged before me this 19 82 . by D. C. Shepard 19 82 , by (Name(s) of Officer(s))

President (Title(s) of Officer(s))

day of

.19 81.

Secretary

Menasha Corporation (Name of Corporation) 5 - LE? <u>Wisconsin</u>

(State of Incorporation)

Notary Public. Montage Wisconsin My commission expires

Winnebago August 28%

Mowry Smith

Signed

MENASHA CORPORATION

(Name of Corporation)

City Treasurer's Certificate

When Recorded Return To

County Treasurer's Certificate

E. Jean Bock, c/o Quarles & (Name) Bradv 780 N. Water St.

(Street Address) Mılwaukee WI 53202 Send Subsequent Tax Bills To Menasha 1980 Corporation

P.O. Box 367, Hwy. 41 Neenah WI 54956

Drafted By

Lawrence J. Jost

Business Address

Quarles & Brady 780 N. Water St. Milwaukee WI 53202

Transfer Tax

(City and State)

WARRANTY
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STATE
COUNTY OF
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(Title(s)

Tax Parcel #

The Grantor MENASHA CORPORATION

a Wisconsin

P.O. Box 367, Hwy. 41, Neenah, Wisconsin

conveys and warrants to MENASHA 1980 CORPORATION, a Wisconsin

corporation

whose address is P.O. Box 367, Hwy. 41, Neenah, Wisconsin

the following described premises situated in the City

of Otsego County of Allegan

and State of Michigan

AUG 5 12 43 PM 187

Jayan A. ZITZZA:

REGISTER OF DEKDS

ALLEGAN COUNTY, HICH

Beginning at a point on the South line of Section 14, Town 1 North, Range 12 West 760.12 feet East of the South 1/4 post of said Section, thence North parallel to the North and South 1/8 line of the Southeast 1/4 of said Section, 487.41 feet, thence East parallel to the South line of said Section 562.98 feet, thence South on the North and South 1/8 line of said Section 411.81 feet, thence West parallel to the South line of said Section 495 feet, thence South 75.6 feet to the South line of said Section, thence West 58.85 feet to the point of beginning.

THIS CONVEYANCE for no consideration, is made pursuant to corporate reorganization and is exempt from Michigan Transfer Tax.

or the sum of less than One Hundred Dollars (\$100.00)
ubject to easements and building and use restrictions of record and further subject to None

Datedas of the 25th day of March		. 1981.		
Signed in presence of			Signed	
27/4				
* Tax certification # 7 (ORPORATION	ORANTOR
ined from the All	egan egan	(Name of Corporati	on of or	27.12
County Treasurers office	prioi ient	By	sulpanion	
* to recording this docum		*	D.C. Shepa	TAFIL.
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WISCONSIN		*	()	C
STATE OF MAXMAMAXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		its Secreta	ary, Mowry Smith	· · · · · · · · · · · · · · · · · · ·
SIZIE OF WAXXAMAXIA	9		******	LA L. C. Lauren
COUNTY OF WINNEBAGO	•			A Land
The foregoing instrument was acknowledged before	me this	24th day of	May	, ž. Š.
1982 by D. C. Shepard		and	Mowry Smith	
(Name(s) of Officer(s))	_		•	······································
the President and	Secre		Menasha Corpo	ration_
(Title(s) of Officer(s))			(Name of Corporation)	_
a.	Wisco		orporation, on behalf b[1	helcorporation
	(State of Inco	rporation)	0 1 1 8	
		Transmin o	Joppier (0
		N . D 11		/X3:67
		Notary Public,	Wimpenege	C a Lounty,
		My commission expires	August 28: 19	82.4
		,	7.0903 E. ZO	1501/1
County Treasurer's Certificate		City Treasurer's Certifica	ate "Hum	Mais.
			* *** ********************************	
			~	
When Recorded Return To	Send Subsec	uent Tax Bills To	Drafted By	
		1980 Corporation		
E. Jean Bock, c/o Quarles &	P.O. Box	367, Hwy. 41	Lawrence J. Jo	عد ا
(Name) Brady	Neenah W		Business Address.	[
780 N. Water St.			Quarles & Brady	
Milwaukee WI 53202			780 N. Water St	1
(City and State)			Milwaukee WI 5	3202
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RECORDED

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. Jagan a Esterta)

REGISTER OF DEEDS

The Grantor MENASHA CORPORATION corporation, whose address is Wisconsin P.O. Box 367, Hwy. 41, Neenah, Wisconsin conveys and warrants to MENASHA 1980 CORPORATION, a Wisconsin corporation whose address is P.O. Box 367, Hwy. 41, Neenah, Wisconsin the following described premises situated in the City Otsego . County of Allegan and State of Michigan

Commencing at a point 27.28 rods east and 29.54 rods north of the south quarter post of Section 14, Town 1 North, Range 12 West, thence north 27.46 rods to land formerly owned by William J. Cushman, thence east 52.72 rods to the 1/8 line, thence south on said 1/8 line to a point 29.54 rods north of the south line of said Section 14, thence west to the place of beginning, together with the right to use for purposes of ingress and egress to said land, the west 20 feet of land described as commencing at a point 27.28 rods east of the south 1/4 post of Section 14, Town 1 North, Range 12 West, thence north 29.54 rods, thence east to the 1/8 line of said Section, thence south on said 1/8 line to said Section line, thence west on said Section line to place of beginning.

And also, Beginning at a point 470.12 feet east and 487.41 feet north of the south quarter post of Section 14, Town 1 North, Range 12 West, thence east 852.98 feet to the North South eighth line of the southeast quarter of said Section,

(See continuance of legal on reverse side) for the sum of less than One Hundred Dollars (\$100.00) subject to easements and building and use restrictions of record and further subject to None THIS CONVEYANCE for no consideration, is made pursuant to corporate reorganization and is exempt from Michigan Transfer Tax.

Datedas of the 25th day of March . 1981. Signed Signed in presence of

 7/27
Tax certification # 2167
County Treasurers office prior
to recording this document

MENASHA C	ORPORATI	ON
(Name of Corpora	• 1 /	·O
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May

STATE	OF	VKERNITENANX
STATE	OF	VKKKAIIKXAXXX

President

SS WINNEBAGO COUNTY OF_

The foregoing instrume	nt was ackno	owledged before me this	24th
19_82by			
(Name(s) of Officer(s))			

WITCOMETN

Mowry Smith Secretary Menasha

day of

(Title(s) of Officer(s))

(Name of Corporation) corporation, on behalf of the com Wisconsin (State of Incorporation)

Notary Public.

My commission expires August 28 1983

County Treasurer's Certificate

City Treasurer's Certificate

When Recorded Return To E. Jean Bock, c/o Quarles &

(Name) Brady 780 N. Water St. (Street Address) Milwaukee WI 53202 (City and State)

Send Subsequent Tax Bills To Menasha 1980 Corporation P.O. Box 367, Hwy. 41 Neenah WI 54956

Drafted By Lawrence J. Jost

Business Address Quarles & Brady 780 N. Water St. Milwaukee WI 53202

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WARRANTI DEED FOR CORTORATION OF	
The Grantor MENASHA CORPORATION * Wisconsin	corporation, whose address
P.O. Box 367, Hwy. 41, Neenah, conveys and warrants to MENASHA 1980 COF	RPORATION, a Wisconsin
corporation whose address is P.O. Box 367, Hwy. 41	, Neenah, Wisconsin

V DEED FOR CORROR ATION -RES

corporation, whose address is

sconsin

REGISTER OF DEEDS

the following described premises situated in the Township of Otsego . County of Allegan

and State of Michigan:

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SERVING MITHIGAN

1

AND TITLE COMPANY

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TON ABSTF

When Recorded Return To:

780 N. Water St

(Street Address)

(City and State)

Milwaukee WI

(Name)

E. Jean Bock, c/o Quarles &

53202

Brady

That certain piece of parcel of land situated in the Township of Otsego, County of Allegan, and State of Michigan, described as follows, to-wit:

Commencing at a point in the center of the highway twenty-one (21) rods and six (6) feet southeasterly from the Eighth line, thence southeasterly along the center of the highway 117 feet, thence north to the south line of the Railroad, thence westerly to a point north of the place of beginning, thence south to the place of beginning; on the East one-half of the Northeast onequarter of Section Twenty-three (23), Town One (1) North, Range Twelve (12) West.

Subject to conditions, limitations, easements and restrictions of record.

THIS CONVEYANCE for no consideration, is made pursuant to corporate reorganization and is exempt from Michigan Transfer Tax.

for the sum of less than One Hundred Dollars (\$100.00) subject to easements and building and use restrictions of record and further subject to None

Dated as of the 25thday of Mai Signed in presence of:	rch /	, 198 <u>1</u> Signed:
	/ c/	MENASHA CORPORATION
* Tax certification # 7	Allegan	(Name of Corporation) By: A. P. Allhard OF ANTOR
* County Treasurers offi to recording this doc	nweut ea buo.	Its President, D. C. Shepari
MICONGIN	•	Ву:
wisconsin State of Manaire		Is Secretary, Mowry Smith 19 11 15 15
COUNTY OFWINNEBAGO		
The foregoing instrument was acknowledge 19_82, by	d before me this	4th day of May and Mowry Smith
(Name(s) of Officer(s))	_ _	PI F D
the President (Title(s) of Officer(s))	and <u>Secr</u>	etary of Menasha Corporation (Name of Corporation)
	a Wisc	ONSIN corporation, on behalf of the corporation.
	(State of the	Doebur B Papalet 2 3
		Notary Public, Winnebago County, Modegox Wisconsin
		My commission expires: August 28, 1983
County Treasurer's Certificate		City Treasurer's Certificate

Send Subsequent Tax Bills To:

P.O. Box 367, Hwy. 41

Neenah WI 54956

Menasha 1980 Corporation

Drafted By:

Business Address:

Quarles & Brady

780 N. Water St.

Milwaukee WI 53202

Lawrence J. Jost

Wisconsin

The Grantor MENASHA CORPORATION corporation, whose address is

P.O. Box 367, Hwy. 41, Neenah, Wisconsin conveys and warrants to MENASHA 1980 CORPORATION, a Wisconsin

corporation whose address is P.O. Box 367, Hwy. 41, Neenah, Wisconsin

the following described premises situated in the City . County of Allegan of Otsego and State of Michigan

AUG 5 12 43 PH '87 Jayou a WATEL REGISTER OF DELOS ALLEGAN COUNTY M'CH

FELUALE

Lot #1, Edsell's Addition to Village of Otsego according to the plat thereof recorded in Liber 2 of Plats on page 26 in the Office of Register of Deeds for Allegan County, MI.

THIS CONVEYANCE for no consideration, is made pursuant to corporate reorganization and is exempt from Michigan Transfer Tax.

for the sum of less than One Hundred Dollars (\$100.00) subject to easements and building and use restrictions of record and further subject to None

Tax certification # was obtained from the Allegan

County Treasurers office prior to recording this document

Signed

MENASHA CORPORATION (Name of Corporation)

\$ W1

WISCONSIN STATE OF MIKKENERY WINNEBAGO

Datedas of the 25th day of March

Signed in presence of

COUNTY OF_

The foregoing instrument was acknowledged before me this _ 24th May _ day of _ 19.82 , by (Name(s) of Officer(s)) D. C. Shepard Mowry Smith

President Secretary and _ Menasha Corporation (Title(s) of Officer(s))

Wisconsin (State of Incorporation)

(Name of Corporation) corporation on penall of the corporation

Notary Public, NEXESPEX Wisconsin My commission expires

.1981.

STATE County. Winnebago August 28, 1983

MAKE YOUR REAL ESTATE TRANSFERS SAFE BY USING BURTON TITLE INSURANCE

County Treasurer's Certificate

City Treasurer's Certificate

When Recorded Return To

E. Jean Bock, c/o Quarles & (Name)

780 N. Water St. (Street Address)

Mılwaukee WI 53202 (City and State)

Send Subsequent Tax Bills To Menasha 1980 Corporation P.O. Box 367, Hwy. 41 Neenah WI 54956

Drafted By Lawrence J. Jost

Business Address Quarles & Brady 780 N. Water St. Milwaukee WI 53202

Tax Parcel =_

Recording Fee _

... Transfer Tax

SINCE MICHIGAN SERVING 1 IIILE COMPANY AND ABSI

May 17, 1996

VIA FEDERAL EXPRESS

Mr. Jeff Woolstrum Honigman, Miller, Schwartz & Cohn 2290 First National Building Detroit, MI 48226-3583

RE: Portage Creek Superfund

Dear Mr. Woolstrum:

Pursuant to your conversation with Glenn Holcombe, enclosed please find Menasha Corporation's Document Retention Policy as well as Warranty Deeds related to the Otsego, Michigan property.

Please let me know if you have any questions regarding the same. Thank you for your assistance regarding this matter.

Very truly yours,

Julie P. Massey

Corporate Paralegal

cc: G. Holcombe

MAMENASHA CORPORATION		PROCEDURES MANUAL			Rev. 4/90
X All Divisions		Effective Date 8-1-95	Rev No.	Index No. 6010	Page Number 1 of 17
		J. Sarosie	ek	R.D. Be	ero
Tide: DOCUMENT RETE	NTION POLICY				

1. POLICY

Corporate policy is to destroy all records except those specifically authorized to be preserved. Those records "authorized to be preserved" are listed in the attached Records Schedule. This schedule has been approved as the only corporate authority for the retention of records. Official retention periods are as short as possible in order to keep down our records inventory. The longer periods are based upon positive legal, audit, or management requirements.

2. DEFINITIONS

(a) A positive legal requirement means that a specific federal or state law requires us to keep the record; important property rights which the corporation has legal obligations to protect are involved, such as patents, employee pension equities, etc.; or we are aware of a. specific, impending claim or legal action. mere fact that a record is potentially useful in the event of a lawsuit does not constitute a positive legal requirement. Each month the corporation enters thousands of sales, purchase, and freight transactions involving a multitude of records most of which we would have to save for fifteen years if we wanted to be fully armed against every possible legal problem that could arise. As a practical matter, the retention of such records has to be based simply upon the requirements of sound business procedure and they are kept for one to two years - a period long enough to verify performance, to make or receive payment, and to furnish support for the audit of accounts. During this period, probable claims or legal situations will normally be recognized and the records directly concerned with the specific transaction set aside. After this time, if unanticipated legal problems still come up, the

Effective Date	Rev No.	Index No.	Page Number	+orm 514
8-1-95		6010	2 ^{or} 17	Rev. 4/90

corporation knowingly assumes the risk of any loss caused by not having records - a loss that should in any event be far less expensive than a massive records storage program.

- (b) Auditing requirements refer to state and federal tax audits, particularly the Federal Government's review of our corporate income tax returns. All records needed for the federal tax audit are retained for "current plus 6 years", a period long enough to cover the statutory three year limitation on the audit plus extensions which are often arranged by separate agreement.
- (c) Management requirements refer to the needs of corporate departments producing records of proprietary, technical, or economic value to future operations of the corporation, e.g., technological research and development, market research and analysis, facilities engineering, etc. The mere fact that people at higher levels of management "might ask for certain records "does not constitute a positive management requirement nor an acceptable reason for saving records that are otherwise disposable.

Most of our corporate records do not fit into the legal, audit, or management requirement classifications described above. They may be vital to current goals and useful for analysis of current operations but are of little or no value to the corporation by the time they are over one year old. Therefore, we have assigned short-term retention categories to a large percentage of the corporation's records.

3. RETENTION AND DISPOSAL PROCEDURE

(a) The Records Schedule is set up alphabetically. Retention periods are expressed in terms of the number of calendar years plus the current calendar year. If a record is classified as "C plus 2 years", this means that during 1989 all 1988 and 1987 copies will be kept; 1987 copies will be destroyed in January, 1990, and 1988 copies will be thrown out in January, 1991. In other words, there will always be at least two full prior calendar years of a "C plus 2" record on hand, and at least one full prior year of a "C plus 1" record. "Active" means that the record should be kept as long as it is

Effective Date	Rev No.	Index No.	Page Number	Form 514
8-1-95		6010	3 ^{of} 17	Rev. 4/90

actively used, is pertinent or in effect, and has not been superseded by receipt of more upto-date material.

MEN03164

- (b) Annual Records Disposal. The most important records housekeeping job is the year-end disposal. Each February a year's collection of records in all categories except "Permanent" should be discarded by all corporation offices and locations. The records schedule will be the guide to "Permanent" records, most of which are found in research and technical locations or in a certain headquarters department. Records classified as "Active" should also be culled at year-end even though the life span of "Active" material is not necessarily related to its chronological age. CAUTION: Accounting records should not be destroyed without clearance from the Tax Department.
- (c) Certification. Each department and operations manager will annually certify in writing to the corporation's Chief Executive Officer that his or her department/operation is in compliance with this Document Retention Policy.

4. PROCEDURE FOR AMENDING THE RECORDS SCHEDULE

In order to assist us in keeping abreast of developments that warrant issuing amendments or changes to the Records Schedule, anyone in the corporation who feels that the retention period governing his or her records should be changed because of changes in legal, auditing, or management requirements, or who feels that a new item should be added to the schedule, should submit the following information to the Legal Department:

- (a) Department or location that has the record.
- (b) Name of record as presently listed on the Records Schedule, or simply a brief description if it is a proposed new item on the schedule.
- (c) Proposed retention period.
- (d) Reason for the proposed retention, including specific citation to the law or regulation and an explanation of the need for the record, who uses it and for what purposes; going into enough detail to give the Legal Department a clear picture of the value of the record.

Effective Date	Rev No	Index No	Page Number	Form 514
8-1-95		6010	4 ^{of} 17	Rev. 4/90

5. GENERAL PROVISIONS

- (a) Definition of "Record". A record is written, printed or other documented material (including electronically recorded data) used to provide historical data. All computerized records are subject to the Records Schedule.
- (b) Creation, Control and Maintenance of Records. Each department or operating unit is responsible for the creation of records required by the corporation to meet legal, auditing and management requirements, for the control and maintenance of such records, and for the disposal of records that are no longer required. Department and operation files should be purged at least annually.
- (c) Microfilming. It is our practice to microfilm or microfiche records only where costs of microfilming are less than retention of original materials and benefits greater.
- Conducting an Inventory. Each (d) department/operation must conduct an inventory of the records in its files in order to properly use the Records Schedule. The inventory should be complete and include records in all formats; i.e., paper originals, paper duplicates, microforms, computer tapes, computer printouts, etc. Reference sources, such as library materials, catalogs, magazines, etc., and convenience files which are unofficial files within an employee's desk, should not be included in the inventory. However, official files maintained in an employee's desk are company records and should not be held beyond their approved retention periods. These files also are subject to any applicable legal or tax hold and may be subject to discovery during litigation or official investigation. If such files are maintained within the desk, the holder should inform the department or operations manager of their existence and ensure that the records are maintained in accordance with the Records Schedule.

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(e) Maintenance of Original Copy. When multiple copy records are prepared, only the original copy is to be retained unless otherwise indicated in the Records Schedule. All other copies should be destroyed immediately upon receipt and reading or when their usefulness as a reference source has ceased.

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- (f) Storage Area. Records with a retention period of more than two years should be transferred from offices to other storage after two years when local conditions warrant it.
- (g) Labeling. A label indicating department or operation, record description and the date of destruction will be affixed to each file drawer or transfer case placed in storage.
- (h) Confidential Records. If confidential records are to be destroyed, they should be shredded or burned. In certain cases they may be baled and sold as scrap paper.

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RECORDS SCHEDULE

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TO

DOCUMENT RETENTION POLICY AND PROCEDURE

Abbreviations:

P	_	Permanent	U/OBS	-	Until Obsolete
AT	-	After Termination	US/O	-	Until Superseded or
U/SUP	-	Until Superseded			Obsolete
С	-	Current Year	***	-	With Tax Clearance
R/T	-	Retirement/Term.	PF	-	Personnel File

RECORD SERIES

RETENTION PERIOD

1099's	5
1077 3	P (0.0.5
10K Reports - Competitors	U/OBS
ADD&D System Reports (Insurance)	C + 6
Abstract of Title/Title Opinion	P
Accident Files - Trucking	C + 4
Accident Records (Employee)	R/T + 10
Account Analyses (Finance)	C + 4 ***
Account Reconciliation Files (Finance)	C + 4 ***
Accounting Distribution Reports	C + 4 ***
Accounts Payable Records	C + 4 ***
Accounts Receivable Records	C + 4 ***
Acknowledgement (Sales)	C + 4
Acquisition and Merger Documentation	P
Activity Change Reports (Payroll)	С
Activity Paparts (Caparal)	С
Actual Reports (Finance)	C + 4 ***
Actuarial Valuations (Employee Benefits)	P
Ad Proofs	С
Ad Tear Sheets - Competitor	U/OBS
Advances - Cash	C + 4
Advertising Records (Sales)	C + 5
Affirmative Action Plans	U/OBS + 1
Agreements/Contracts	C + 10
Air Travel Records	C + 2
Airline Ticket Refund Requests	C + 1
American Paper Institute - Reports	C + 1
Analytical Testing Results (R&D)	P
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RECORD SERIES	RETENTION PE
Analysts - Financial Reports	U/OBS P US/O C + 1 P U/OBS P C RT + 30 P C + 1 C + 3
Bank Advices Bank Blotters Bank Deposit Receipts Bank Files - Loan Agreements Bank Reconciliations Bank Services Reports (Payroll) Bank Trust Statements Bids and Quotations Billing Summaries Billing And Shipping Orders Billing and Shipping Orders Billing and Reports Billing Fests and Reports Biological Tests and Reports Biological Tests and Reports Boiler House Efficiency Reports Boiler Logs Bonds - Fidelity and Surety Brand Histories Budgets Bulletins to Salespersons Business Reports - Annual By-Laws (Original/Amendments)	C + 1 C + 1 C + 1 AT + 6 C + 1 C + 1 C + 2 C + 2 C + 2 C + 2 C + 2 C + 2 O RT + 30 C + 1 C + 2 AT + 4 U/OBS P U/OBS + 1 C + 3 P
CPR Recertifications	US/O C + 1 P C + 4 U/OBS C + 1 C + 2 C + 4 *** C + 4 ***

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RECORD SERIES RETENTION PE.

Certificates - Liability	U/OBS
Certificates - Property Insurance	U/OBS
Certificates of Title - Auto	U/OBS
Change Orders (Purchasing)	C + 6
Change Reports (Employee Benefits)	PF
Charge Backs (Finance)	C + 4 ***
Charge Backs (Finance)	C + 1
Charters (Certificates of Incorporation)	P
Check Registers	C + 4 ***
Check Registers	C + 1
Chemical Emergency Materials	U/OBS
Chemical Hazards Records	P
Chemical Right-to-Know Documents	P
Chronological Files	C + 2
Claims (Employee Insurance)	C + 3
Claims (Freight)	C + 2
Claims (Advertising)	U/OBS
Claims Listing (Employee Benefits)	C + 3
Claims and Reports (Liability)	C + 4
Claims and Reports (Property)	C + 4
Claims and Reports (Property)	
Clean-Up Histories	P C + 3
Granden Check Lists	-
Commission Analyses and Files	C + 1
Commodity Sales Summaries	C
Company Bulletins/Newsletters	C + 1
Compensation History Reference Records	C + 1
Compensation Surveys	C + 2
Competitive - Audits (Quality)	U/OBS
Competitive New Product Data	U/OBS
Competitive Price Lists Competitor Files	U/OBS
Competitor Files	U/OBS
Complaints and Summaries	C + 2
Compliance Reports (Dept. of Trans.)	C + 2
Compliance Reports (OSHA)	C + 3
Compliance Reports (EPA)	C + 6
Conference Board Surveys	С
Conflict of Interest Records	C + 2
Construction Bids (Buildings)	C + 3
Construction Work Ledgers	P
Consumption Forecasts and Reports	С
Contractor's Files (Buildings)	C + 2
Contracts	AT + 10
Contribution Records (Charitable)	C + 7
Copyrights	P
Corporate Register and Indexes	P
Correspondence	C
Cost Accountability Records	C + 1
Cost Controls - Manufacturing Statistics	C + 1
Cost Reports, Records and Standards	C + 1
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RECORD SERIES	RETENTION PL.
Cost Savings Reports	U/OBS C + 3 U/OBS U/OBS + 2 C + 4 *** C + 1 U/OBS
Daily Cash Balances	C + 10 C + 1 C + 10 AT + 3 C + 1 C + 1
EEO - Discrimination Complaints EEO - Records and Reports ERISA Records Earnings and Deduction Records Efficiency Reports (Buildings) Employee Assistance Program Records Employee Attendance Reports Employee Insurance Records Employee Loan Paid Records Employee Personnel Files Employee Reference and Status Reports	C + 10 C + 10 P C + 2 C + 6 C + 3 PF PF PF R/T + 25 PF

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RECORD SERIES RETENTION PERLOD

RECORD SERVES	
Employee Relocation Records	PF
Employee Status Change Reports	PF
Employee Suggestions	PF
Employment/Manpower Reports	C + 3
Energy Reports (Utility)	C + 2
Engineering Design Files	U/OBS
Engineering Design Files	C + 10
Engineering Design Reports	
Engineering Drawings/Tracings	P
Engineering Feasibility Surveys (Buildings) -	C + 3
Enrollment Cards (Insurance)	PF
Environmental Check Test Results	P
Equal Employment Opportunity Records	C + 10
Equipment Failure Reports	C + 1
Equipment Specifications	U/OBS
Equipment and Driver Master Files	U/OBS
Error Log Reports (Sales)	C + 2
Expense Authorization Files	C + 4 ***
Expense Reports	C + 4 ***
Explosive Materials Records	C + 3
Export Declarations	
Export Declarations	C + 2
Export/Import Orders	C + 2
Express Bills (Freight)	С
FLSA (Fair Labor Standards Act) Records FTC - Publications	C + 3 C U/OBS P U/OBS + 1 RT + 30 C + 3 C + 3 C + 1 U/OBS C + 4 *** C + 3 P C + 1 U/OBS U/OBS U/OBS C + 1
Freight Status Listings	C + 1
Fuel Records - Inventory and Price	C + 1
Fuel and Mileage Reports	C + 2
Furniture Logs	U/OBS

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RECORD SERIES	RETENTION PE
Garnishments - Notices, etc	PF
General Ledgers and Reports	
General Process Data (Manufacturing)	C + 1
Government Activities Reports/Files	C + 2
Government Certification Records	U/OBS
Government Contracts	AT + 4
Government Orders	C + 1
Government Proposals and/or Bids	C + 1
Government Safety Reports	C + 3
Government, Reports to	C + 3
Gross Sales Figures	
Group Life Reports	C + 1
Guarantees and Warranties - Products	U/OBS
	3, 323
Wanned Commission December 25 Chile	D
Hazard Communication Programs and Stds	P
Hazard Determination Written Procedures	us/o
Hazardous Waste Records	P
Health Records (Employee)	PF
Hourly Time Card Summary Lists	С
Hourly Vacation/Sick Leave Adjustments	C
House Sales Information	PF
Household Moves	C + 6
ICC Authorities	P
ID Cards (Employees)	U/OBS
IRS 5500's, Schedule A's, etc	
Immigration Records	C + 50
Import Duties and Fees	C + 3
In-Process Quality Control Manuals	US/O
Incentive Earnings Report	C + 3
Incident Reports - Computer	C + 1
Incident Reports - Security	C + 2
Income Statements	C + 1
Individual Test Data (Quality)	C + 3
Infringements - Patent	C + Life of Patent
Inspection Procedures and Records (Quality) -	US/O
Inspections - Buildings and Equipment	C + 3
Instrument Calibration Records	U/OBS
Instrument Performance Reports	C + 1
Insurable Property/Asset Values	U/OBS
Insurance Records (Employees)	U/OBS
Insurance - Summary Plan Descriptions	US/O
Insurance Registers	P
Insurance Reports	C + 1
Interferences (Patent Cases)	C + Life of Patent
International Insurance Program Records	C + 3
Interruption Logs and Reports (Mfg.)	C + 1
Inventor Books (Patents)	P

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MEN03173 RECORD SERIES RETENTION PEK Inventory Books -----C + 2Inventory Controls - Spare Parts -----C + 1Inventory Reports -----C + 3Invoices - All ------C + 4 ***Job Evaluation Cards -----PF Job Files (Buildings) -----C + 3Job Orders (Purchasing) -----C + 3Job Postings ------C + 3Journal Entries and Registers -----LIFO Records -----C + 4 ***Labor Rate Changes -----U/OBS Labor Relations Documentation -----U/OBS Laboratory Log Books and Reports (R&D) -----C + 25Landfill Monitoring Records -----Leases and Subleases -----AT + 6Ledgers - General/Subsidiary Ledgers -----Р Liability Insurance (US) Reports -----C + 1Licensee/Partnership Documentation -----AT + 6Licenses/Permits -----US/O Litigations/Infringements -----C + Life of Patent Load Reports (Freight) -----Long Range Plans and Reports -----C + 5Long Term Disability Reports -----C + 1Loss Prevention - Inspection Reports -----C + 2Loss Runs - Liability Insurance Reports ----Machinery/Equipment Records and Tests -----U/OBS Mail and Postage Control Records -----C + 1Maintenance Job Costs -----C + 2Maintenance Job Orders -----C + 3Manpower Reports -----С Manuals - Procedural, Process, etc. -----US/O Maps, Geological, Natural Gas, Water, etc. --U/OBS Marine Cargo - Certificates -----US/O Market Sales/Trades Reports -----С Marketing Research Records -----U/OBS Matching Gift Program Records -----C + 10Material Certification to Customers -----C + 6Material Safety Data Sheets -----Material and Equipment Lists -----C + 3Materials Standards (Purchasing) -----C + 6Membership Reports (Associations) -----C + 3Memos -----

C + 1

C + 10

Meter Test Records -----

Minority Enterprise Subcontracts -----

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	RECORD SERIES	RETENTION PELLO
	Minutes - Agendas	Р
	Monthly Reports	C
	Mortgages	U/OBS + 10 ·
	Motor Carrier Insurance Certificates	US/O
	del del la la del	03/0
,	Negatives/Plates	C + 10
	Negotiations - Employee Insurance	C + 40
	Net Asset Transfers	C + 2
	News Releases	P
	Newspaper Ads (Jobs)	
	Noise Survey Reports	Р
	Non-Employee Director Records	R/T + 3
	Notes Payable and Receivable	AT + 6
	Notices of Material Received	C + 1
	Notices of Meetings and Proxy Statements	P
		•
	OSHA - Compliances and Standards	US/O
	Obsolete Reports (Material)	C + 1
	Operational Log Books and Summaries	C + 2
	Operators' Shift Logs	
	Opposition/Litigation/Infringement Files	
	Order Acknowledgement (Sales)	C + 6
	Organization Directories/Charts, etc	US/O
	Packaging Samples	C + 4
	Packing Lists	С
	Parts Cards	С
	Passports	PF
	Patent Applications	C + 25
	Patent Notebooks	C + 25
	Patent Samples	C + 25
	Patents - Issued Foreign and US	C + 5
	Patrol and Guard Force Reports	C + Life of Patent
	Payment Reports - Payroll	C C + 4 ***
	Payroll Accounting Reports	
	Payroll Registers	C + 4 *** C + 4 ***
	Pension Records	P 4 ^^^
	Performance Reviews	PF
	Permits	
	Personnel Announcements	US/O PF
	Petty Cash Records	C.+ 4 ***
	Photograph Files - Historical	P 4 ^ *
	Photographs/Layouts	U/OBS
	Plan Amendment Request Letters	US/O
	Planning Reports - General	C + 5
]	Plant Protection Records (Security)	C + 3
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RECORD SERIES

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	מ
Policies (US) - Liability	P P
Policies (US) - Property	=
Policies and Procedures - Menasha Corp	US/O
Policies/Contracts - Insurance (Employee)	AT + 10
Pool Shipping Records	. C + 1
Position Descriptions	US/O
Postage and Postage Meter Records	C + 1
Posting Journals (Finance)	C + 4 ***
Premium Payment Requests - Insurance	C + 1
Prepay & Missing Time Card Lists	C + 1
Price Announcements	C + 3
Price Audits and Authorities	C + 3
Price Lists	US/O + 2
Prices and Price Histories	C + 5
Pricing Exceptions and Allowances	C + 3
Process Control Data	C + 2
Process Histories	C + 5
Product Claims Support Data	U/OBS
Product Complaints and Dispositions	C + 3
Product Descriptions	US/O
Product Development Data	U/OBS
Product (New) Competitive Data	U/OBS
Product Safety Studies	P
Product Safety Studies Product Samples	C + 3
Product Specifications and Standards	C + 3
Production Logs and Reports Profit/Loss Statements	C + 3
Profit/Loss Statements	C + 4
Progress Reports	C + 1
Project Cost Reports and Records	C + 3
Property Records - Plant and Equipment	US/O
Property Insurance - Logs and Reports	C + 2
Property Taxes	C + 4 ***
Proxy Data	P
Publications - Menasha Corporation	US/O
Purchase Authorizations	C + 3
Purchase Order Registers	C + 1
Purchase Orders - Customers	C + 6
Purchasing Procedure Manuals	US/O
rurendsing frocedure Manuars	03/0
Quality Audit Test Data	C + 6
Quality Reports	C + 3
Quarterly Reports	
Quotations - to Customers	C
Quotations - to Customers	C + 1
Pau Matorial and Wanday Considerations	G
Raw Material and Vendor Specifications	C + 4
Raw Materials Reports	C + 4
Receipts - Record of Miscellaneous	C + 1
Receipts for Regular Mail, Express	C + 1

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C + 5

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RETENTION PER___ RECORD SERIES Receiving Records - Material/Equipment -----C + 1Receiving Records - Property -----C + 2Reference Data - Research -----US/O Registers - Pension -----C + 1Relocation Records (Employee) -----C + 2Rental Agreements - Short Term ------AT + 1Research Reports -----US/O Research Statistics - Outside -----US/O Restrictions - Easements, Permits, etc. ----US/O Results of Skill Tests -----PF Retirement Trust Reports and Plans -----C + 2AT + 3Royalty Payment Lists -----Royalty and Fees -----AT + 3SEC - Reports -----C + 25Safety - Flammability and Toxic Materials ---Safety - SOHA Records -----C + 20Safety Guidelines and Rules -----US/O Safety Inspections - Routine -----C + 1Safety Meeting Minutes -----C + 10Safety Product Guarantees - Support Data ----C + 50Safety Programs and Plans -----C + 5Salary Cards (Payroll) -----C + 4 ***Salary and Compensation - Histories -----ΡF Sales Adjustments -----C + 1Sales Forecasts -----C + 1Sales Manual Changes and Work Sheets -----US/O Sales Orders -----C + 6Sales Reports -----C + 2Sales Tax Exemption Certificate - Customer --US/O Sample Files ------C + 4Sample Orders ------C + 4Samples -----C + 4Scholarships -----C + 5Scrap Reports ------C + 2Securities Owned by Menasha Corporation ----Ρ Security Violations/Infractions ------C + 2Sewage Treatment Reports -----C + 3Shipment Statistics (Freight) -----C + 1Shipping Orders/Authorities -----C + 3Shipping Records -----C + 3Shrinkage Reports - Inventory ------C + 1Shutdown Check Lists and Reports -----C + 1Sick Pay FICA Report -----C + 1Skill Tests -----ΡF Specifications - From Customer -----C + 6Specifications (Purchasing) -----C + 6

Speeches -----

Spill Reports - Chemical and Oils -----

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RECORD SERIES	RETENTION PELLOD
Standard Inspection Procedures (Quality)	US/O
Standard Test Procedures (Quality)	
Start-up Check Lists and Reports	
Statistics - Customer Performance	
Status Reports (General)	C
Steam Records	C
Stock Lists (Materials)	C
Stockholder Records	P
Stop Payment Records	C + 4 ***
Subject Files	C
Subsidiary Ledgers	P
Surplus Equipment Reports	C + 1
Surveys - Deeds and Title Data	P
Tariffs	C + 3
Tax Returns	P
Telephone Records	C + 3
Testing Requests (Purchasing)	C + 1
Time Cards	C + 2
Tool Records	C + 3
Track Agreements - Side Track, etc	P
Tractor Utilization Cost Records	C + 2
Trade Reconciliations	C + 3
Trademark Dockets	P
Trailer Locators	С
Trailer Utilization Reports	C + 2
Training and Education Records	PF
Trial Balances	C + 1
Trip Reports	C + 3
Truck Orders	C + 1
Inomplement Guerrant Guerrant	
Unemployment Compensation (US) Records	C + 3
Unfair Labor Charges - Labor Relations	C + 10
United Parcel Services Orders Shipped	С
United Way Deduction Forms	PF
Utility Usage Records (Buildings)	С
Vacation/Leave Balanco Listings	
Vacation/Leave Balance Listings Value Added Tax	C
	C + 1
Values - Insurable Property	US/O
Vendor - Activity Reports	C
Vendor - Activity Reports Vendor - Payment Records	C + 1
Vendor Data (Onality)	C + 1
Vendor Data (Quality)	C + 5
Visitors Passes and Pogisters	PF
Visitors Passes and Registers	C + 1
TITLE TO THE TOTAL	C + 4 ***

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RECORD SERIES

W-2 Verification Lists	C + 4 ***
W-2's	C + 4 ***
Wage Assignments	PF
Warehouse Charges	C + 1
Warehousing Contracts	AT + 3
Warehousing Insurance Reports	C ·+ 1
Warranty Certificates - Customer	US/O
Water Rights	P
Water Treatment Plant Logs and Tests	C + 50
Weight Tickets	C + 1
Well Records	U/OBS
Withholding Statements	C + 7 ***
Work Orders/Requests	C + 2
Worker's Comp 1st Report	C + 3
Worker's Comp. Records	R/T + 10
X-rays - Employee Health	R/T + 10

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